Government of India

Ministry of Home Affairs

National Fire Service College, Nagpur

Takli feeder Road, Raj Nagar, Nagpur - 440013

TABLE OF CONTENTS

COMPENDIUM OF SOPs

B.Tech (Fire Engineering)

Contents

Standing Order. No.	Standing Order Content	Page No.
1.	B. Tech Fire Engineering Introduction	1
2.	Mission, Vision of Institution	2
3.	Mission, Vision of B.Tech(Fire Engineering)	3
4.	Program Educational Objectives (PEO), Programme Outcome (P.O), Program Specific Outcomes (PSO)	4
5.	RTM Nagpur University Direction 22 & 23 regarding B.Tech(Fire Engineering)	6
6.	B.Tech Curriculum and Scheme	14
7.	Academic Section	25
8.	Admission Process	30
9.	Conduct of Document Verification and Medical Examination	38
10.	Instructional guidelines for candidates appearing in document verification and medical examination	44
11.	Certificates and Documents to be submitted at the time of Admission to B.Tech(Fire Engineering)	52
12.	Fee Payment through SBI-i Collect	57
13.	Fee collection deposit to Government Account	62
14.	Uniform Guidelines	65
15.	Hiring of Guest Faculty/Visiting Faculty	67
16.	General guidelines for dissertation/thesis writing	69
17.	Scholarship	79
18.	Step by Step guidelines for filling up Scholarship form on National Scholarship Portal	81
19.	Student's Feedback Mechanism	83
20.	Student Attendance and Leave Rules	85
21.	Issuance of Gate Pass to Students	90
22.	Internship	92
23.	Internal Quality Assurance Cell (IQAC)	97
24.	Laboratory Section	101
25.	Library Section	107
26.	Examination Section	115
27.	Training and Placement Process	123
28.	National Service Scheme	140
29.	ORDINANCE NO. 2 OF 1996 of RTM Nagpur University regarding Incentive marks	143

1. National Fire Service College (NFSC)

Introduction:

National Fire Service College (NFSC) is premier Training Institution functioning under the Ministry of Home Affairs, Government of India with the aim of creating uniformity in the fire service organizations and provide the training to Fire Officers of the Country in advanced techniques of Fire Science, Fire Fighting and Life Safety. National Fire Service College is the only institution offering the four years Bachelor of Technology (B. Tech.) in Fire Engineering course and various in-service training courses for Central and State Governments with an aim to generate technically competent Fire Professionals in the country. The students/trainees of this college have to undergo the rigorous physical training sessions and practical experiments, demonstrations, exercises, drills as defined in academic and training curriculum prescribed by the Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) and All Indian Council for Technical Education (AICTE).

Objectives: The main objectives of the academic educations are as under:

- Academic registration and guidance according to systematic methods and technical advancement
- Preparation of new students to life
- Awareness-raising among students about regulations and systems related to study and examinations
- Provision of top academic guidance services to students by using Fire technology
- The continuing development of firefighting skills
- Careful follow-up on student's training affairs

2. Vision and Mission of the Institution

Vision

Serve to save.

Mission

M1. To recognize well educated fire professionals in order to prevent and protect people's life and property from fire and other accidents.

M2. To ensure maximum performance and render remarkable service by providing an effective and well-timed firefighting, rescue and lifesaving operations.

M3. To encourage, endorse and endure scientific research in Science, Technology and Engineering for fire & emergency services.

M4. To undertake collaborative research and consultancy for long-term interaction with leading organizations.

3. Vision and Mission of the Department of Fire Engineering

Vision

Provide professionals in the field of fire engineering to build capacities in prevention, protection and firefighting needs across the globe.

Mission

M1. To create graduates possessing sound knowledge of fire engineering to serve society.
M2. To engage the graduates in fire service activities that promotes protection of life, property and fire emergencies
M3. To produce graduates having ethical values and leadership qualities in societal and environmental concern.
M4. To develop entrepreneurs for fire prevention and fire protection

4. Program Educational Objectives (PEO), Program Outcomes (PO) Program Specific Outcomes (PSO)

Program Educational Objectives (PEO):

PEO1. Adopt professional behavior, ethical attitude, discipline, team work in fire service organizations.

PEO2. Exhibit the technical competence in solving fire engineering problems that are economically feasible and socially acceptable.

PEO3. Pursue in special career and/or higher education by utilizing the knowledge acquired through the fire service experience.

Program Outcomes (PO): Engineering Graduates will be able to:

PO1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

PO6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

PO13.

Program Specific Outcomes (PSO): At the end of the program, the student

PSO1. Perform the fire ground operations for discipline, team building, unity and synergy in fire service administration

PSO2. Maintain the fire-fighting appliances and equipment for fire prevention and protection.

PSO3. Investigate the causes of fire and identify the methodology of arson motives

5. RTM Nagpur University Direction 22 & 23 regarding B.Tech(Fire Engineering)

राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ

(मूळ प्रॉव्हिन्सेस शासन, शिक्षण विभागाची अधिसूचना क्रमांक ५१३ दिनांक १ ऑगस्ट, १९ . द्वारा स्थापित, व महाराष्ट्र विद्यापीठ अधिनियम, १९९४ द्वारा संचालित राज्य विद्यापीठ)

(विद्या विभाग)

छत्रपती शिवाजी महाराज प्रशासकीय इमारत रविंद्रनाथ टागोर मार्ग, नागपूर–४४० ००१ दुरध्वनी क्रमांक (कार्या.) – ०७१२ – २५३२०६३

अधिसूचना क्र. /राटुमनावि/विद्या/५४२ दिनांक: ०२/११/२०१५

:: अधिसूचना ::

या अधिसूचनेद्वारा सर्व संबंधीतांना सूचित करण्यात येते की, मा. कुलगुरूंनी दिनांक ८ सप्टेंबर, २०१५ रोजी महाराष्ट्र विद्यापीठ अधिनियम, १९९४ च्या कलम १ (८) अंतर्गत निर्देश क्र.२२/२०१५ व २३/२०१५ मान्य केलेला आहे.

Direction No. 22 of 2015: "Direction Governing the Examination leading to B.E for the award of Degree of Bachelor of Engineering (Fire Engineering) (Full Time) in the Faculty of Engineering and Technology."

Direction No. 23 of 2015: "Direction Governing the Examination leading to Degree of Bachelor of Engineering (Fire Engineering) (Full Time) Semester Credit Based Pattern course in the Faculty of Engineering and Technology."

करीता सोबतचा निर्देश महाविद्यालयाच्या सर्व शिक्षक व विद्यार्थ्यांच्या सुविधेकरिता माहिती व अंमलबजावणीस निर्गमित करण्यात येत आहे.

सहपत्र: निर्देशाची प्रत.

(पुरणचंद्र मेश्राम)
कुलसचिव

प्रतिलीपी माहिती व आवश्यक कार्यवाहीकरिता सादर.

१. संचालक, नॅशनल फायर सर्विस महाविद्यालय नागपुर.
२. मा. कुलगुरूंचे स्वीय सहायक, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर
३. मा. प्र–कुलगुरूंचे स्वीय सहायक, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर.
४. मा. कुलसचिवांचे स्वीय सहायक, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ, नागपूर.
५. विद्यापीठाचे सर्व अधिकारी,

(मनिष झोडपे)
उपकुलसचिव (विद्या)

OLD COURSE

Rashtrasant Tukadoji Maharaj Nagpur University

Direction No. 2 of 2015

Direction issued under Section 14(8) of the Maharashtra Universities Act 1994, relating to B E for the award of Degree of Bachelor of Engineering (Fire Engineering) (full time) in the Faculty of Engineering and Technology

Whereas the Maharashtra Universities Act No XXXV of 1994 has come into force with effect from the 22nd July 1994

AND

Whereas the amendment to the said Act came to be effected from 12th December 2006

AND

Whereas the Board of Studies in Fire Engineering in the Faculty of Engineering and Technology and also approved by the Academic Council and by fulfilling all governing norms, the Direction No. 2/ 2002 was published for award of Bachelor of Engineering (Fire Engineering) for full time in the Faculty of Engineering.

AND

Whereas the said Direction No. 2/ 2002 has also converted into Ordinance No. 28/2006 after fulfilling all governing norms was published for award of Degree of Bachelor in Fire Engineering.

AND

Whereas the said course was run in one of constituent institute the 'College of Fire Engineering' an institute which is governed by Ministry of HRD, Government of India.

AND

Whereas since last seven years there was no admission made in the institute for the course of Bachelor of Engineering (Fire Engineering) and as a result there was no examination conducted by the University since last seven years.

AND

Whereas the said course was of the duration of 3½ years with the eligibility criteria to the admission to the course was as prescribed by the Direction No. 2/ 2002 and Ordinance No. 28/ 2006.

(Shaikh)

AND

Whereas the said course of Bachelor of Engineering (Fire Engineering) of the duration of 3½ years was controlled by the Ministry of Human Resources and Development for the purposes of approval of the course.

AND

Whereas the AICTE, New Delhi which is an apical body to approve the various technical institutions and courses has recently approved the course with the nomenclature as Bachelor of Engineering (Fire Engineering) prescribing course duration of four years.

AND

Whereas the AICTE has approved the course of Bachelor of Engineering (Fire Engineering) to one of the constituent college of our University viz. National Fire Service College, Nagpur.

AND

Whereas the academic eligibility to admission to Bachelor of Engineering (Fire Engineering) is as prescribed by AICTE is as similar for all other under graduate courses in general.

Now, therefore, I Dr. S. P. Kane, Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested in me under Section 14(8) of the Maharashtra Universities Act, 1994, do hereby issue the following Direction pertaining to the award of Bachelor of Engineering (Fire Engineering) in the Faculty of Engineering & Technology :

(1) This Direction shall be called : Direction regarding **Bachelor of Engineering 'Annual Pattern' (Fire Engineering)**

(2) I, further direct that the said direction shall come into force from the date of issuance, with the changed nomenclature i.e. **Bachelor of Engineering 'Annual Pattern' (Fire Engineering).**

Nagpur

Date : 27/10/2015

(Dr. S. P. Kane)

Vice-Chancellor

NEW COURSE

Rashtrasant Tukadoji Maharaj Nagpur University

Direction No 23 of 2015

Direction issued under Section 14(8) of the Maharashtra Universities Act 1994, relating to B E Semester Pattern for the award of Degree of Bachelor of Engineering (Fire Engineering) Semester Credit Based Pattern Course (full time) in the Faculty of Engineering and Technology

Whereas the Maharashtra Universities Act No XXXV of 1994 has come into force with effect from the 22nd July 1994

AND

Whereas the amendment to the said Act came to be effected from 12th December 2006

AND

Whereas the Board of Studies in Fire Engineering in the Faculty of Engineering and Technology at its meeting held on 21st November 2013 has decided to make amendments related to the BE Semester Pattern for award of degree of Bachelor of Engineering (Fire Engineering)(New Course) of full time in the Faculty of Engineering and Technology

AND

Whereas the Dean and Faculty of Engineering and Technology has concurred with the recommendations of the Board of Studies in Fire Engineering in the Faculty of Engineering and Technology on 21st November 2013

AND

Whereas the Academic Council at its meeting held on 28th May 2014 vide item No 4 and the subcommittee constituted in the meeting of Fire Engineering in the Faculty of Engineering and Technology and its meeting held on 3rd June 2014 have considered and approved the scheme of examination of Semester Pattern with credit based system for B E (Fire Engineering)(New Course) of Engineering and Technology to be implemented from the academic session 2015-16.

AND

Whereas the Management Council at its meeting held on 21st October 2014 vide table item has considered and approved the scheme of examination of

Semester Pattern with credit based system for B E (Fire Engineering)(New Course) in the Faculty of Engineering and Technology from the academic year 2015-16.

AND

Whereas it is expedient to provide an Ordinance for the purpose of describing examination in the Semester Pattern leading to Semesters I to IX for award of Degree of Bachelor of Engineering (Fire Engineering) in the Faculty of Engineering and Technology indicating therein the syllabus and scheme of examination and award of Grades.

Now therefore, I, Dr S P Kane, Vice Chancellor of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested in me under Section 14(8) of the Maharashtra Universities Act 1994, do hereby issue the following Direction pertaining to the Semesters I to VIII for the award of Bachelor of Engineering (Fire Engineering) in the Faculty of Engineering and Technology.

1. This Direction shall be called " Direction regarding Semester Pattern Scheme and Examination" and subject to the compliance with the provisions as mentioned hereinabove the earlier course as defined by Ordinance No. 28/ 2006, now be re-nomenclatured as "Bachelor of Engineering (Fire Engineering) Annual Pattern".
2. Subject to the compliance with the provisions of this Direction and any other Ordinances which is in force from time to time shall be applicable.
3. The Scheme of Examination for Semester I to Semester VIII and subsequent Semesters shall be as mentioned in ANNEXURE I .
4. However the following shall be specifically noted in relation to teaching some subjects in the First and Second Semester of the course
   i. Communication Skill shall be taught by a qualified and competent teaching faculty and shall be assigned to the Board of Studies of Applied Science and Humanities.
   ii. Computational Skill shall be taught by a qualified and competent teaching faculty and shall be assigned to the Board of Studies of CS/CT/IT/CSE.
   iii. Direct admission of Diploma Students to the Second Year of the course shall not be permitted under any circumstances in view of the unique nature of the course and its complexity.
   iv. Ethical Sciences shall be taught by a qualified and competent teaching faculty from Social Sciences and shall be assigned to the Board of Studies in Applied Sciences and Humanities.

5. A.T.K.T. rules shall be applicable as per the procedure listed in TABLE given below:

TABLE 1

Admission in Semester	Candidates should have passed in all subject heads of following examination of the University	Candidates should have passed in all subjects except in 1/3 passing subject heads of the following examination taken together
I	As per eligibility*	---
II	---	---
III	---	I and II Semester
IV	---	I and II Semester
V	I and II Semester	III and IV Semester
VI	I and II Semester	-do-
VII	III and IV Semester	V and VI Semester
VIII	-do-	-do-

*Must have passed the 10+2 Examination with 50% marks in PCM

6. (i) The Scope of the subject shall be mentioned in the Syllabus

(ii) The medium of the Instruction and Examination shall be English only.

7. The provisions of Ordinance No 7(a) relating to "condonation of deficiency of marks" for passing an examination and of Ordinance No 10 as amended up-to-date relating to "exemptions and compartments" shall apply to the examination under the Ordinance.

8. An Examinee who does not pass or who fails to present himself/herself for the examination shall be eligible for readmission to the same examination on payment of a fresh free and such other fees as may be prescribed from time to time. However, readmission to Semester shall be allowed only when a regular session is running for a particular semester.

9. The computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) of an examinee shall be implemented progressively as from the Academic Session 2015-16 onwards.

The marks will be allotted in all examinations which will include college assessment marks and total marks for each Theory/Practical shall be converted into Grade Point as per Table 2. Similarly SGPA shall be calculated based on Grade Points earned corresponding to percentage of marks given in Table 2 and the Credits allotted to respective Theory/Practical shown in the scheme of examination for respective Semester.

10. SGPA shall be computed for every Semester and CGPA shall be computed only in the VIII Semester. The CGPA of VIII Semester shall be calculated based on the SGPA of V to VIII Semesters as per following computation:

$$SGPA = \frac{\sum_{i=1}^{m} Ci.Gi}{\sum_{i=1}^{m} Ci} = \frac{C1.G1 + C2.G2 + \ldots + Cm.Gm}{C1 + C2 + \ldots + Cm}$$

Where, m = Number of subject heads in a given Semester.

$$CGPA = \frac{\sum_{j=1}^{n} Cj.Gj}{\sum_{j=1}^{n} Cj} = \frac{C1.G1 + C2.G2 + \ldots + Cn.Gn}{C1 + C2 + \text{--------} + Cn}$$

Where, n = Number of subject heads from V to VIII Semester together.

Ci or Cj = Credit of individual subject head (Theory/Practical).
Gi or Gj = Grade Point earned in individual subject head (Theory/practical)

11. CGPA equal to 6.75 and above shall be considered as equivalent to First Class and CGPA equal to 8.25 and above shall be considered as equivalent to distinction on Grade Card of VIII Semester as a foot note. Equivalent percentage calculation will be based on the following formula:

Equivalent % = (CGPA - 0.75)x 10

Table 2

THEORY			PRACTICALS		
Grade	Percentage of Marks	Grade Points	Grade	Percentage of marks	Grade Points
AA	80≤Marks≤100	10	AA	85≤Marks≤100	10
AB	70≤Marks≤80	9	AB	80≤Marks≤85	9
BB	60≤Marks≤70	8	BB	75≤Marks≤80	8
BC	55≤Marks≤60	7	BC	70≤Marks≤75	7
CC	50≤Marks≤55	6	CC	65≤Marks≤70	6
CD	45≤Marks≤50	5	CD	60≤Marks≤65	5
DD	40≤Marks≤45	4	DD	50≤Marks≤60	4
FF	00≤Marks≤40	0	FF	00≤Marks≤50	0
ZZ	Absent in Examination	-	ZZ	Absent in Examination	-

12. As soon as possible after the examination the Board of Examination shall publish a list of successful examinees and the degree shall be awarded based on V to VIII Semester SGPA and CGPA calculated thereon.

13. I, further direct that the aforesaid Direction shall come into force from the date of issuance because the present course is approved by governing apex body i.e AICTE, New Delhi and notified by this direction first time in this University and also the earlier direction no 26 of 2014 is repealed.

Nagpur

Date : 27/10/15

(Dr. S. P. Kane)

Vice-Chancellor

6. B.Tech (Fire Engineering) Curriculum and Scheme

Rashtrasant Tukadoji Maharaj Nagpur University

Faculty of Science and Technology

Curriculum for Undergraduate Degree Course

In

B. Tech. (Fire Engineering)

(Choice Based Credit System)

Program Outcomes (PO): Engineering Graduates will be able to:

- **PO1.** **Engineering knowledge:** An ability to apply knowledge of mathematics, science and engineering fundamentals to the solution of fire engineering problems.
- **PO2.** **Problem Analysis:** An ability to design and conduct experiments, as well as to analyse and interpret data.
- **PO3.** **Design and Development of Solution:** An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- **PO4.** **Conduct investigation of Complex problems:** Knowledge of research methodology, data interpretation to provide valid conclusion of contemporary issues.
- **PO5.** **Modern Tool Usage:** An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.
- **PO6.** **The Engineer and Society:** An ability to apply reasoning informed by the contextual knowledge to assess health, safety and cultural issues relevant to the professional engineering practices.
- **PO7.** **Environmental and Sustainability:** The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental and societal context.
- **PO8.** **Ethics:** Apply ethical principles, commit to professional ethics, discipline and responsibilities of engineering practice.
- **PO9.** **Individual and Team Work:** An ability to function on multidisciplinary teams.
- **PO10.** **Communication:** An ability to communicate effectively.
- **PO11.** **Project management and Finance:** An ability to demonstrate knowledge and understanding of engineering and management principles and application to the project work.
- **PO12.** **Life-long learning:** Recognition of the need for, and an ability to engage in lifelong learning.

General, Course Structure, Theme & Semester-wise credit distribution

A. Definition of Credit

Hr. Lecture (L) per week	1 credit
1 Hr. Tutorial (T) per week	1 credit
1 Hr. Practical (P) per week	0.5 credits
2 Hours Practical (Lab)/week	1 credit

B. **Range of credits:** A range of credits from 150 to 160 for a student to be eligible to get Under Graduate degree in Engineering. A student will be eligible to get Under Graduate degree with Honours or additional Minor Engineering, if he/she completes an additional 20 credits. These could be acquired through MOOCs.

C. Course code and definition:

Course Code	Definition
BSC	Basic Science Courses
ESC	Engineering Science Courses
HSMC	Humanities and Social Sciences Including Management courses
PCC	Professional core courses
PEC	Professional Elective courses
OEC	Open Elective courses
Project	Project work, seminar, internship and training in industry

D. Structure of Undergraduate Engineering program:

Sr. No.	Category	Breakup of Credit
1	Humanities and Social Science including Management Course	06
2	Basic Science Couse	42
3	Engineering Science Course	35
4	Professional Core Course	60.5
5	Professional Elective Course	2
6	Open Elective Course	2
7	Project	12.5
8	Mandatory (Audit) Courses	Non-Credit
	Total Program Credits	**160**

E. **Summary of Assessment and Credits for Undergraduate Engineering program:**

Sr. No.	Semester	Examination			Credits
		Internal Assessment	University Assessment	Total	
1	Semester - I	220	380	600	19.5
2	Semester - II	260	440	700	22.5
3	Semester - III	250	450	700	22.5
4	Semester - IV	250	450	700	22.5
5	Semester - V	280	520	800	22.5
6	Semester - VI	280	520	800	22.5
7	Semester - VII	275	425	700	18
8	Semester - VIII	200	300	500	10
Total		**2015**	**3485**	**5500**	**160**

Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
Four Years B.Tech. Fire Engineering (Choice Based Credit System)

Semester – I (First Year)

Branch: Fire Engineering

First Semester

Sub Code	Subjects	Working in hrs			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
BSE1-1T	Mathematics –I	3	1	–	4	30	70	–	–	100	45	–
BSE1-2T	Applied Physics	3	2	–	4	30	70	–	–	100	45	–
BSE1-3T	Energy and Environment	2	2	–	3	30	70	–	–	100	45	–
BSE1-4T	Communication Skills	2	–	–	2	15	35	–	–	50	23	–
BSE1-5T	Engineering Graphics	1	–	–	1	15	35	–	–	50	23	–
BSE1-6T	Basics of Civil & Mechanical Engineering	4	–	–	Audit	50		–	–	Audit	–	–
BSE1-2P	Applied Physics Lab	–	–	3	1.5	–	–	25	25	50	–	25
BSE1-3P	Energy and Environment Lab	–	–	2	1	–	–	25	25	50	–	25
BSE1-4P	Communication Skills Lab	–	–	2	1	–	–	25	25	50	–	25
BSE1-5P	Engineering Graphics Lab	–	–	4	2	–	–	25	25	50	–	25
BSE1-6P	Fire Ground Operation – I	–	–	5	Audit	Grade System (Guidelines Mentioned in Detailed Syllabus)				Audit	–	–
Three weeks Induction Program											–	–
Total		**15**	**11**		**19.5**	**120***	**280**	**100**	**100**	**600**		

* L- Lecture, P- Practical, T- Tutorial, A- Activity (Half Credit Per Hour)

Semester – II (First Year)
Branch: Fire Engineering

Second Semester

Sub Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
		L	T/A	P		Theory		Practical		Total	Theory	Practical
						Int	Uni	Int	Uni			
BSE2-1T	Mathematics –II	3	1	–	4	30	70	–	–	100	45	–
BSE2-2T	Advanced Engineering Materials	2	2	–	3	30	70	–	–	100	45	–
BSE2-3T	Applied Chemistry	3	2	–	4	30	70	–	–	100	45	–
BSE2-4T	Computational Skills	2	–	–	2	15	35	–	–	50	23	–
BSE2-6T	Basics of Electrical Engineering	2	–	–	2	15	35	–	–	50	23	–
BSE2-7T	Engineering Mechanics	2	–	–	2	15	35	–	–	50	23	–
BSE2-8T	Indian Culture & Constitution	2	–	–	Audit	50	–	–	–	Audit	–	–
BSE2-1P	Workshop Practices	–	–	4	2	–	–	50	50	100	–	50
BSE2-2P	Advanced Engineering Materials	–	–	2	1	–	–	25	25	50	–	25
BSE2-3P	Applied Chemistry	–	–	3	1.5	–	–	25	25	50	–	25
BSE2-4P	Computational Skills	–	–	2	1	–	–	25	25	50	–	25
BSE2-5P	Fire Ground Operation - II	–	–	5	Audit	Grade System (Guidelines Mentioned in Detailed Syllabus)				Audit	–	–
Three weeks Induction Program												
Total		**16**	**5**	**16**	**22.5**	**135***	**315**	**125**	**125**	**700**		

L- Lecture, P- Practical, T- Tutorial, A- Activity (Half Credit Per Hour)
*Audit course marks are not counted in total marks

Guidelines

* Energy and Environment shall be taught by faculty of chemistry and will come under board of Applied Science and Humanities (only by Chemistry Dept)
* Advance Engineering Materials shall be taught by faculty of chemistry; Physics and will come under board of Applied Science and Humanities (only by Physics Dept)

Semester – III (Second Year)

Branch: Fire Engineering

Third Semester:

Subject Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
ESC-FE-201	Fluid Mechanics	2	1	–	3	30	70	–	–	100	45	–
ESC-FE-202	Advanced Electrical Systems	2	1	–	3	30	70	–	–	100	45	–
ESC-FE-203	Structural Mechanics	3	1	–	4	30	70	–	–	100	45	–
ESC-FE-204	Engineering Thermodynamics	3	1	–	4	30	70	–	–	100	45	–
HSMC-FE-201	Universal Human Values – II	2	1	–	3	30	70	–	–	100	45	–
ESC-FE-201(P)	Fluid Mechanics Laboratory	–	–	2	1	–	–	25	25	50	–	25
ESC-FE-202(P)	Advanced Electrical Systems Laboratory	–	–	2	1	–	–	25	25	50	–	25
ESC-FE-203(P)	Structural Mechanics Laboratory	–	–	2	1	–	–	25	25	50	–	25
PCC-FE-201(P)	Fire Ground Operations – III	–	–	5	2.5	–	–	25	25	50	–	25
Total		**12**	**5**	**11**	**22.5**	**150**	**350**	**100**	**100**	**700**		

* L- Lecture, P- Practical, T- Tutorial, A- Activity (Half Credit Per Hour)

Semester – IV (Second Year)

Branch: Fire Engineering

Fourth Semester:

Subject Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
PCC-FE-202	Fire Service Hydraulics	2	1	–	3	30	70	–	–	100	45	–
ESC-FE-205	Heat and Mass Transfer	3	1	–	4	30	70	–	–	100	45	–
ESC-FE-206	Basic Electronics and Communication	3	1	–	4	30	70	–	–	100	45	–
PCC-FE-203	Fundamentals of Fire Engineering	3	–	–	3	30	70	–	–	100	45	–
PCC-FE-204	Structural Fire Protection	3	–	–	3	30	70	–	–	100	45	–
PCC-FE-202(P)	Fire Service Hydraulics Laboratory	–	–	2	1	–	–	25	25	50	–	25
ESC-FE-205(P)	Heat and Mass Transfer Laboratory	–	–	2	1	–	–	25	25	50	–	25
ESC-FE-206(P)	Basic Electronics and Communication Laboratory	–	–	2	1	–	–	25	25	50	–	25
PCC-FE-205(P)	Fire Ground Operations – IV	–	–	5	2.5	–	–	25	25	50	–	25
Total		**14**	**3**	**11**	**22.5**	**150**	**350**	**100**	**100**	**700**		

* L- Lecture, P- Practical, T- Tutorial, A- Activity (Half Credit Per Hour)

Semester – V (Third Year)

Branch: Fire Engineering

Fifth Semester:

Subject Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
PCC-FE-301	Fire Dynamics	2	1	–	3	30	70	–	–	100	45	–
ESC-FE-301	Automobile Engineering	3	–	–	3	30	70	–	–	100	45	–
ESC-FE-302	Instrumentation and Control	2	1	–	3	30	70	–	–	100	45	–
PCC-FE-302	Fire Protection	2	1	–	3	30	70	–	–	100	45	–
HSMC-FE-301	Fundamentals of Management	3	–	–	3	30	70	–	–	100	45	–
PCC-FE-303	Fire Laws	2	–	–	2	30	70	–	–	100	45	–
PCC-FE-301 (P)	Fire Dynamics Laboratory	–	–	2	1	–	–	25	25	50	–	25
ESC-FE-301 (P)	Automobile Engineering Laboratory	–	–	2	1	–	–	25	25	50	–	25
ESC-FE-302 (P)	Instrumentation and Control Laboratory	–	–	2	1	–	–	25	25	50	–	25
PCC-FE-304 (P)	Fire Ground Operations – V	–	–	5	2.5	–	–	25	25	50	–	25
Total		**14**	**3**	**11**	**22.5**	**180**	**420**	**100**	**100**	**800**		

* L- Lecture, P- Practical , T- Tutorial, A- Activity (Half Credit Per Hour)

Semester – VI (Third Year)

Branch: Fire Engineering

Sixth Semester:

Subject Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
PCC-FE-305	Fixed Fire Fighting Installations	2	1	–	3	30	70	–	–	100	45	–
PCC-FE-306	Paramedics	2	1	–	3	30	70	–	–	100	45	–
PCC-FE-307	Fire Modelling	2	1	–	3	30	70	–	–	100	45	–
PCC-FE-308	Fundamentals of Industrial Safety and Health	2	1	–	3	30	70	–	–	100	45	–
PCC-FE-309	Fire Codes and Standards	3	–	–	3	30	70	–	–	100	45	–
PCC-FE-310	Fire and Life Safety Audit	2	–	–	2	30	70	–	–	100	45	–
PCC-FE-305 (P)	Fixed Fire Fighting Installations Laboratory	–	–	2	1	–	–	25	25	50	–	25
PCC-FE-306 (P)	Paramedics Laboratory	–	–	2	1	–	–	25	25	50	–	25
PCC-FE-307 (P)	Fire Modelling Laboratory	–	–	2	1	–	–	25	25	50	–	25
PCC-FE-311 (P)	Fire Ground Operations – VI	–	–	5	2.5	–	–	25	25	50	–	25
Total		**13**	**4**	**11**	**22.5**	**180**	**420**	**100**	**100**	**800**		

* L- Lecture, P- Practical , T- Tutorial, A- Activity (Half Credit Per Hour)

Semester – VII (Fourth Year)

Branch: Fire Engineering

Seventh Semester:

Subject Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
PCC-FE-401	Fire and Arson Investigation	2	1	–	3	30	70	–	–	100	45	–
PCC-FE-402	Fire Risk Assessment	3	–	–	3	30	70	–	–	100	45	–
PCC-FE-403	Special Hazards	3	–	–	3	30	70	–	–	100	45	–
PEC-FE-(401-404)	**Elective-I** 401-Nuclear Reactors and Safety 402-Chemical Process Safety 403-Occupational Health & Hygiene Management 404-Disaster Management	2	–	–	2	30	70	–	–	100	45	–
OEC-FE-(401-404)	**Open Elective – I** 401-Robotics 402-Cyber Security 403-Internet of Thing 404-Artificial Intelligence	2	–	–	2	30	70	–	–	100	45	–
PROJ-FE-401 (P)	Mini Project	–	–	5	2.5	–	–	50	50	100	–	50
PCC-FE-404 (P)	Fire Ground Operation -VII	–	–	5	2.5	–	–	25	25	50	–	25
MC-FE-401 (P)	Summer Internship	–	–	–	Audit	–	–	50	–	50	–	25
Total		**12**	**1**	**10**	**18**	**150**	**350**	**125**	**75**	**700**		

* L- Lecture, P- Practical , T- Tutorial, A- Activity (Half Credit Per Hour)

Semester – VIII (Fourth Year)

Branch: Fire Engineering

Eight Semester:

Subject Code	Subjects	Work Load (Hours)			Credits	Marks					Minimum Passing Marks	
						Theory		Practical		Total		
		L	T/A	P		Int	Uni	Int	Uni		Theory	Practical
PROJ-FE-402 (P)	Industrial Training and Attachment	–	–	20	10	-	-	200	300	500	–	250
Total		**0**	**0**	**0**	**10**	**-**	**-**	**200**	**300**	**500**		

7. Academic Section

1. Functions of Academic Section

- Responsible for preparation of Academic Callender as per RTM Nagpur University Guidelines and Class Time table
- Formation of Various committees as per AICTE and RTM Nagpur University guidelines
- Responsible for the maintenance of Student records.
- Responsible for maintenance of attendance records of the students and displaying monthly attendance of students
- Initiate the actions for scholarships of Students
- Guest Faculty attendance management
- Arranges for the payment of remunerations and allowances (TA, DA, etc.) to Guest Faculty as per RTMNU Guideline.
- Responsible for first year student enrolment process as per RTM Nagpur University guidelines
- Issuing of Bonafide certificate of students
- B.Tech (Fire Engineering) class room maintenance
- Purchase of Consumables and other items
- Submission of Monthly report and other details time to time
- Initiation of yearly affiliation fee payment to RTM Nagpur University
- Record keeping of Faculty Attendance register
- Making necessary arrangements for B.Tech (Fire Engineering) admission process
- Honorarium payment to Medical Board members and External members of Admission board of B.Tech (Fire Engineering) admissions
- Honorarium payment to Guest Speakers for B.Tech (Fire Engineering) special classes

2. Academic Calendar and Time Table Preparation: -

(a) Academic calendar consists of schedule of all events that occur in an Academic year. In an educational institution an Academic Calendar plays an important role in proper functioning of Academic Activities.

(b) It helps to track all the important Academic activities like schedule of regular classes, examinations schedule, vacations, important events etc., which would take place in that Academic Year.

(c) **Academic Calendar** *(Academic Calendar Format-01 copy attached)* should be prepared annually before starting of every New Session or Academic Year.

(d) Academic calendar will be prepared as per the RTMNU Nagpur University norms. (University Academic calendar may be found on RTMNU website.)

(e) Academic Section will prepare the Academic Time Table for the current semester.

(f) Time table will be prepared in accordance with the Academic calendar.

(g) Preparation of time table is started one month prior to commencement of next semester classes.

(h) For preparation of Time table, a circular along with teaching scheme among the faculties regarding choosing of subjects is circulated with the approval of Director.

(i) In a format of **Choice of subjects** *(Format-02 copy attached)* in which they will choose/write the subjects they want to teach.

(j) After choosing of subjects by faculty, Time table is prepared according to RTMNU teaching scheme. If there is shortage of Internal faculty for teaching, then External Guest faculties are hired for teaching on hourly basis. *(Details regarding Guest faculty is given in Guest Faculty Topic no. 05).*

(k) During Time table preparation **Faculty workload distribution sheet** *(Format-03 copy attached)* should also be prepared parallelly to ensure proper teaching workload on individual faculty. Faculty workload distribution sheet shows that how many hours individual faculty will take class in a week.

(Note: During preparation of Time Table, it must be ensured that there is no overlapping of classes in Time table of individual faculty.)

(l) A Subject wise faculty list is also prepared. Subject wise faculty list shows which subject is taken by which faculty.

(m) Prepared Time table along with Faculty workload distribution sheet is sent for approval from Director.

(n) After getting final approval from Director, approved Time table is ready to put on Notice board so that classes will run according to Time table.

(o) A copy of approved Time table is given to all concerned Staff and faculties.

(p) Before commencement of Classes Time table, syllabus, Scheme and Attendance Register is given to teaching Staff.

3. Formation of Committees as per AICTE approval process

The following committees need to be formed as per AICTE requirement mentioned in Approval Process Handbook

a) Anti-Ragging Committee:

- Every Institution/ University shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of Civil and Police Administration, Local Media, Non-Government Organizations involved in Youth activities, representatives of Faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non- teaching staff and shall have a diverse mix of membership in term of Level as well as gender.

b) SC/ST committee:

- Committee shall consist of five members, out of which at least 2 members shall be SC/ST and one member shall be a woman.

c) Internal Complaint Committee:

- Every Technical Institution shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism of gender sensitization against sexual harassment.

The ICC shall have the following composition:

- **A Presiding Officer** who shall be a woman Faculty member employed at a senior Level (not below a Professor in case of University, and not below an Associate Professor in case of an Institution) at the Educational Institution, nominated by the Executive Authority.
- **Two Faculty members and two non-teaching employees**, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority.
- **Three students** (comprising of at least one girl student) of Pre-Final/Final year at Undergraduate/Diploma Level Institution, as the case may be one member from amongst Non-government Organization or Associations committed to the cause of women or a person familiar with the issues relation to sexual harassment, nominated by the Executive Authority.
- At least one-half of the total members of the ICC shall be women.
- Persons in senior positions such as Chairman/ Secretary of the Society, Principal/ Director of the Institution, etc, shall not be the members of the ICCs in order to ensure autonomy of their functioning.

d) Online Grievances Committee:

- In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions.

Every AICTE approved institution shall constitute Student Grievance Redressal Committee (SGRC) with the following composition, namely:

- Principal of the College- Chairperson
- Three senior members of the teaching faculty to be nominated by the Principal as Members and out of three, one member shall be female and other from SC/ST/OBC category.
- A representative from among students of the College to be nominated by the Principal based on Academic merit/excellence in sports/performance in co-curricular activities-Special Invitee.
- The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
- The SGRC shall send its report with recommendations, if any, to the concerned institution and a copy thereof to the aggrieved student, with a period of 15 days from the date of receipt of the complaint.
- Any Student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Note 1. Composition of committee will be based on AICTE approval process Handbook.

Note 2. Committee will be formed at the starting of the even semester of the Academic year

Note 3. Committee members name and details to be displayed in the Notice board and in important places in the College premises.

4. B. Tech (Fire Engineering) Admissions process

- Letter to be forwarded to DGCD office to obtain approval for NFSC admission board . After the approval of DGCD office, Internal committees will be formed as per requirement and get approval from Director.
- **Assisting the Admission board in preparation of** NFSC Admission Brochure, Tentative schedule and get approval from the Competent Authority.
- Action will be initiated for hiring of software for NFSC admission process.
- Content for advertisement in newspaper for NFSC admission Process will be prepared and get approval from Director.
- Action initiated for obtaining estimate of advertisement from DAVP.
- Based on the estimation amount, LOA will be prepared for DAVP payment.
- Based on JEE- results date, advertisements will be released in the leading Newspapers for publicity.
- Online registration process will be initiated as per schedule.
- As soon as the online registration date is over, Online scrutiny committee will scrutinize the application and display the name of eligible candidates on website.
- Based on the JEE CRL rank and Category letter is sent for eligible candidate for the Medical examinations & Document verification.
- Medical examinations will be conducted in NFSC, for preparing the final merit list.
- Based on the final merit list, seat will be allotted to candidates.
- Arrangement of counselling session for vacant seats (if required) based on the wait list with the approval of Admission Board

5. Bonafide Certificate: -

(a) A Bonafide Certificate is a document which is issued as a proof that an individual belongs to the particular educational institute. It also certifies that he/she is a student of a particular class and course in the institution during a specified time period.

(b) Bonafide certificates are issued for different purposes for example:

For obtaining scholarship.
For obtaining educational loan.
For Passport verification.
For obtaining driving licence.
For Alumini students.
For NCC/NSS and other essential activities or purposes.

(c) If a student needs a bonafide certificate, he/she should submit the application to the Academic section in a prescribed format ***(Format-06 copy attached).***

(d) In case of ***Alumni candidate*** he/she has to apply for bonafide certificate by writing or E-mailing the application in full details and purpose of bonafide to the Director, along with the concerned documents (such as mark sheet, degree, T.C etc.).

(e) Academic Section will verify the given information of the applicant in the application with the available data in the section.

(f) After successful verification of applicant data, Academic Section will prepare the Bonafide Certificate with the approval of competent authority.

(g) After signature of competent authority on the Bonafide Certificate, a hard or soft copy of certificate will be given to Candidate and Office copy will be kept in Academic Section for record.

6. Classroom Maintenance: -

(a) For the proper maintenance and smooth conduction of Classrooms a Staff is allotted in supervision of Academic Section Incharge to look after the requirement of all the classes. He will arrange the material for conducting a class like duster, marker, pen, pencil, paper etc.

(b) Staff allotted to Academic section will take care of the Class room maintenance, Marker pen, Duster will be maintained for the faculty conducting the classes.

(c) Computer, Projector has to be maintained in proper condition for smooth conduction of classes. Ensure that morning, before starting of the classes Computer and Projectors are working properly. Problems if any taken up to the higher authority and rectified time to time.

(d) Class room furniture need to be maintained properly. Problems if any need to be taken up to the higher authority.

(e) Ensure, the clocks fixed on the class room working properly.

(f) Evening, at the end of the class room sessions electrical lights, ACs, Computer, Projectors etc., need to be switched off properly.

(g) Staff will regularly visit to classroom and verify the items available in classroom time to time.

Format -01

For the Academic year

Odd & Even Semester

Event	Period	Duration
Commencement of III, V & VI Semester classes		
IstTerminal Examination		
IInd Terminal Examination		
Internal Practical Examinations		
External Practical Examinations		
End semester examination (main) and supplementary examinations		

Event	Period	Duration
Commencement of I Semester classes		
Ist Terminal Examination		
IInd Terminal Examination		
Internal Practical Examinations		
External Practical Examinations		
End semester examination (main) and supplementary examinations		

Even Semester

Event	Period	Duration
Commencement of II, IV, VI, VIII Semester classes		
Ist Terminal Examination		
IInd Terminal Examination		
Internal Practical Examinations		
External Practical Examinations		
End semester examination (main) and supplementary examinations		

Director

Choice of Subjects for Even/Odd semesters for the session 20____-____

Sr. No.	Name of the Faculty	Course-I	Course-II	Course-III	Lab-I	Lab-II.	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Format-03

APPLICATION FORM FOR BONAFIDE CERTIFICATE

Name of Student : _____

Roll No. : _____

Year : _____

Semester : _____

Batch : _____

Session : _____

Hostel (Wing/Floor/Room No.) : _____

Contact No. : _____

Parent Contact No. : _____

Purpose of Obtaining Bonafide Certificate.

Remarks (if any):

Signature of Student

8. Admission Process

Admission Process: There are three stages shall be followed for Nationalized Admission Process at National Fire Service College:

Stage. 1.	Inviting Online Applications
Stage. 2.	Document Verification and Medical Examination
Stage. 3.	Enrolment of admission at National Fire Service College

S. No	Description
1.	**Nationalized Admission Process (NAP) of B. Tech in Fire Engineering Program** (a) Candidates seeking admission to the B. Tech (Fire Engineering) course are required to appear in JEE (Main)-CRL Rank (Paper-1) conducted by Government/NTA/other agency for the academic year. (b) The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the NFSC. (c) Three stages shall be followed for Nationalized Admission Process at National Fire Service College.
2.	**Stage. 1. Inviting Online Applications** (a) The Competent Authority shall invite Online Applications from Candidates in the prescribed form for participating in Nationalized Admission Process through the Directorate of Advertising and Visual Publicity for seeking admission to the Under Graduate Technical Course B. Tech (Fire Engineering) for the academic year. (b) Candidates shall apply online through the external admission link provided at college website http://nfscnagpur.nic.in/. The Admission Brochure shall be published on the NFSC website by the Competent Authority and the candidate should read the brochure carefully before applying. (c) The Application processing fee for NAP shall be Rs. 500/- paid through online payment Gateway and the amount is Non-Refundable. (d) Consequently, the Candidates shall apply online and submit the necessary documents/certificates issued by the concerned Authority, along-with the application, in the prescribed Proforma time to time as per the eligibility conditions mentioned in the regulations. All the documents/certificates should be readable. (e) Candidates are required to fill in all the details as per the instructions and upload scanned valid necessary documents as per the requirement of the admission while filling online application form. After confirmation of application form, the filled information cannot be changed by candidate.

(f) The Printout of online application form shall have list of documents required to be produced by the candidate for substantiating his/her claim made in the application form. The candidate shall carry a two sets of self-attested Xerox copies of the required documents at the time of Document Verification and Medical Examination.

(g) The candidates applied through online admission portal shall be scrutinized based on the scores in JEE (Main) CRL Rank and the percentile scores of the candidate in the respective Board of education and will be called in proportionate ratio decided by competent authority based on All India Rank provided by Government/NTA/other agency in the JEE (Main) CRL Rank.

(h) On publication of list in the web site, the candidates will be called to attend the document verification and medical examination in front of the admission board constituted by National Fire Service College.

(i) The candidates whose names do not appear in the merit list(s) will not be allowed to participate in further Admission Process.

(j) The admission board of NFSC constituted by the Competent Authority will conduct the document verification and medical examination as per the eligibility conditions and requirements mentioned in these regulations.

3. Stage. 2. Document Verification and Medical Examination

(a) Document Verification and Medical Examination at National Fire Service College, Nagpur shall be conducted through the method prescribed by the committee constituted by the Competent Authority for this purpose. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form.

i. JEE Main Score Card issued by Government/NTA/any other
ii. 10th Class Mark Sheet (Original)
iii. 12th Class Mark Sheet (Original)
iv. School/College/ leaving Certificate/ transfer certificate (Original)
v. Nationality/Birth Certificate (if School Leaving Certificate specifies nationality details, then no separate certificate needed). Otherwise, the Passport or State domicile or Aadhar card can be produced for valid verification
vi. Domicile/Residence Certificate
vii. Caste Certificate issued by competent authority in State Govt. format or Caste issued by competent authority in Central Govt. format.
viii. Caste Validity Certificate issued by competent authority (For Maharashtra State only)
ix. Valid Non-Creamy layer certificate for OBC candidates.
x. Gap certificate on stamp paper (wherever applicable)
xi. Migration certificate
xii. EWS certificate: The candidate must bring EWS certificate issued by the Competent Authority, if claiming relaxation under EWS category (wherever applicable)
xiii. J&K Migrant certificate shall be provided for the Union Territory of Jammu

and Kashmir and Union Territory of Ladakh Migrant candidates (wherever applicable)

xiv. Tuition Fee Waiver Scheme (TFWS) Certificate shall be provided from either 'Mamlatdar' or 'Taluka development officer' for admission (wherever applicable)

xv. UIDAI (Aadhar) Card

(b) NFSC admission board constituted by Competent Authority shall verify all documents from original and put a stamp with date & Signature and provide Receipt–cum-Acknowledgement.

(c) If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within prescribed days after the date of payment of fees.

(d) Provisional Merit List of eligible candidates will be displayed on the website. For discrepancy if any, in the provisional merit list, within specified grievance period, Candidates can submit the grievances in writing along with necessary documents to substantiate, at NFSC, where the candidate has confirmed his/her application form. No document shall be accepted to substantiate the claim made in application after scheduled dates.

(e) Provisional merit lists will be displayed on the website. The provisional merit list gives relative position of the candidate and it does not guarantee admission.

(f) Display or Publishing of Provisional merit list, Submission of grievances, if any, shall be done through E-mail: nfscnagpur-mha@nic.in for this purpose.

(g) No document shall be accepted to substantiate the claim made in application after scheduled dates.

(h) The allotment list displayed on website will show the provisional allotment offered to the Candidates.

4. Stage. 3. Enrollment of admission at National Fire Service College

(a) Provisional Merit List of eligible candidates will be displayed on the website.

(b) The Candidate shall report to the NFSC after allocation of seat to him/her and confirm his/her admission in NFSC in person as per the schedule. The college authority shall verify the required documents and finalize the admission of the candidates immediately and shall issue a receipt of confirmation of admission to the candidate.

(c) Merit list candidates should pay the fees immediately before the prescribed date intimated to them, otherwise they will lose their candidature and no correspondence will be entertained later.

(d) Final selection list with category wise seat allocation shall be displayed on the website.

(e) Failure to complete the admission process as per the method prescribed by the Competent Authority shall be considered as if the Candidate has rejected the offer.

(f) Allotted Seat will be cancelled if, at any time, any of the document or certificate is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms.

(g) Admission of candidate shall be treated confirmed only on production of the Eligibility Certificate from the Rashtrasant Tukadoji Maharaj Nagpur University.

(h) Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to any other institute and/or any other course during entire duration of the Academic Sessions.

(i) Caution money deposit received from the students shall be refunded after successful completion of the course or after canceling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit. However, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution; or, within 3 complete financial years after the date of successful completion of the course, whichever is earlier the amount of caution money deposit shall be credited to students' development fund.

(j) The Candidate shall intimate through E-mail nfscnagpur-mha@nic.in for cancellation and submit duly signed copy of application for cancellation of admission to the college. Once the candidate submits online request for cancellation, his/her admission shall be treated as cancelled. The College shall consider the online request made by Candidate for cancellation as final irrespective of whether he/she has submitted duly signed copy of system generated application to the College.

(k) The candidature shall be cancelled automatically, if not responded by any channel of communication within 72 hours. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The candidate shall then become entitled to and the Institute shall refund the entire fees to the candidate after deduction of Rs.1000/- towards processing charges and return all his/her original documents submitted to the Institute within seven days from submission of duly signed copy of application to the Institute;

5. Role of the Competent Authority in Nationalized Admission Process (NAP) at NFSC:

(a) The Competent Authority, the Director, National Fire Service College shall be the authority for Nationalized Admission Process and shall direct the Candidates as per their allotment through NAP.

(b) In matter of admission to the B. Tech. program (including reservation) the decision of the competent authority shall be final.

(c) The candidate shall be provisionally admitted to B. Tech Degree Course in Fire Engineering program subject to fulfillment of eligibility criterion as prescribed by the Competent Authority.

(d) The time schedule prescribed by the competent authority for compliances for various stages of NAP is mandatory.

(e) The Competent Authority shall deal with the representations received from the candidates pertaining to allotment and admissions.

(f) All the decisions taken in relation to admissions by the Competent Authority shall

be final and binding on all concerned.

(g) The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time as per the merit lsit. The decision of the Competent Authority shall be final and binding.

(h) Complaints regarding the use of fake certificates shall be investigated in time bound manner and if it is found that there is a truth in such complaint, such admission shall be cancelled. Further appropriate action shall be initiated by the Competent Authority.

(i) If any of the statement made in application form or any information supplied by the candidate in connection with his/her admission is found to be false or incorrect in any material particular, the Competent Authority shall cancel his/her admission and forfeit the fees. An appeal against the action of cancellation of admission, may be preferred within seven days to the Competent Authority. The Competent Authority shall, preferably, decide the appeal within fifteen days and decision thereon shall be final.

(j) The Jurisdiction of the University Course is at the National Fire Service College, Nagpur. The admissions made by NFSC is subject to the approval by the RTM Nagpur University and subject to being found eligible by the University. All seats for the course shall be through Nationalized Admission Process at the National Fire Service College, Nagpur only. Therefore, all disputes arising and leading to legal proceedings at any stage shall be within the jurisdiction of the courts in Nagpur City only.

(k) Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate from the Nationalized Admission Process and such candidate will be debarred from the entire selection process.

(l) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought into effect from that point of time as per the directives from the Government from time to time.

(m) If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Director. Such candidates are also liable for penal action as per the provisions of law.

(n) Anything otherwise not mentioned in this document but required action, same will be initiate without notice as deemed fit.

(o) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.

6. Entry qualifications / students' eligibility:

The candidate desirous of applying for B. Tech in Fire Engineering program for the academic year becomes eligible by possessing the following qualifications mentioned below:

Candidate should be an Indian National and should have passed the HSC (Std. XII) examination of any State Board of Secondary and Higher Secondary Education or its equivalent examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subjects, in the above subjects taken together and obtained at least 50% marks; AND Obtained All India Rank in **JEE (Main) CRL Rank**. Also, the candidate must have passed

with English as a subject. For students hailing from States other than Maharashtra State, this criterion will be governed by rules of Directorate of Technical Education, Maharashtra State.

The eligibility of the candidates who are Indian Nationals, passing the HSC (Std. XII) or equivalent examination from a School/College/Examination Board **situated outside India** shall be further decided by the RTM Nagpur University Authorities. Hence, such candidates are advised to get their eligibility verified by the University Authorities before seeking admission to the B. Tech in Fire Engineering program. The candidates belonging to this type are however required to appear for the JEE (Main) CRL Rank.

7. Physical Standards

(i) For Male

Height:- Minimum 165 cms. (Relaxable by 5 cms in the case of Garhwals, Assamese Gorkha and member of the Schedule tribes).
Chest:- Minimum 81 cms. unexpanded and 86 cms. with expansion (Fully expanded with minimum of 5 cms. expansion)

Weight:- Minimum 50 Kgs

(ii) For Female

Height:- Minimum 157 cms. (Relaxable by 2.5 cms in the case of Garhwals, Assamese Gorkha and member of the Schedule tribes).

Weight:- Minimum 46 Kgs

8. Medical Standards: Both for Male and Female

(i) Visual:- better eye – 6/6 without aid (Eligible vision – 6/6 only) Worse eye – 6/12

(ii) Colour Vision:- No colour blindness.

(iii) The candidate must not have knock-knee, flat foot, squint eyes and stammering. They must be in good mental and body health and free from any physical defect.

9. Reservation of seats

The admission will be made purely on the merit for each category amongst the medically and physically fit candidates only. The candidates found physically and medically unfit or not falling within the qualitative requirements mentioned elsewhere in this document will be out of the merit list. The admission offered by NFSC, will be subject to clearance by **RTM Nagpur University** on their enrolment process for undergoing the course.

Reservation of seats for admission to B. Tech program shall be as per the norms of the Government. All the reservations given below shall be applicable to candidates subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time. The National Fire Service College, Ministry of Home Affairs, Government of

India, is a centrally funded institution and the B. TECH (Fire Engineering) course is the course affiliated to the RTM Nagpur University registered under UGC Act, the reservation of seats will be as provided in section 3(i), 3(ii), 3(iii), of the Central Educational Institutions (Reservations in Admissions) Act, 2006. The percentage of seats reserved for the candidates as per the details given below in table and the candidate can claim only one type of candidature:

Category	**Reservation of Seats**
Other Backward Classes (OBC-NCL)	27%
Scheduled Castes and Schedule Caste converted to Buddhism (SC)	15%
Schedule Tribes (ST)	7.5%
General – Economically Weaker Section (GEN-EWS)	10%
J & K Migrants	5%
Tuition Fee Waiver Scheme (TFWS)	5%

The NFSC has an approved intake of 60 seats granted by the All India Council for Technical Education (AICTE), New Delhi. Therefore, **sixty (60) number of seats** are available for allotment through admission rounds, on the basis of All India Rank given by NTA for JEE (Main) to the eligible candidates.

10 % of the sanctioned intake such as **Six (6)** numbers of additional seats at present shall be provided to the Economically Weaker Section (EWS) candidates over and above the intake. Admission to these seats shall be as per the guidelines of the AICTE and on submission of the application in prescribed formats.

5 % of the sanctioned intake such as **Three (3)** numbers of additional seats at present shall be provided to the Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates over and above the intake.

Tuition Fee Waiver Scheme (TFWS) shall be mandatory for all Technical Institutions offering undergraduate program that are approved by the All India Council for Technical Education. Seats up to maximum **5%** of sanctioned intake per course shall be available. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30% of sanctioned seats in the respective courses are filled up. The Waiver is limited to the tuition fee as approved by Competent Authority. All other fees except tuition fees shall be paid by the beneficiary. The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.

10. Fee Structure

The following are the details of the fees to be paid by the candidate through online mode through SBI-i Collect only.

S. No.	Particulars	Fees
1	Tuition Fees	Rs.15000 /-
2	Development Fees	Rs. 5000 /-
3	Other Fees	Rs. 4000 /-
4	Hostel Fees	Rs. 18000/-
***Total Fees per Year**		**Rs. 42000/- /-**

*** The fees mentioned above may undergo revision.**

At present no single room accommodation is available. NFSC is continuously upgrading its hostel facilities. These fees do not include the recurring mess charges.

The Messing charges would be around Rs.100/- to 250/- per day (likely to undergo revision) which shall include Morning Tea, Breakfast, Lunch and Dinner. The messing charges are to be paid to the mess operator for six months in advance before the commencement of the course.

In addition, there may be fees for various funds charged by RTM Nagpur University, which the candidates will be required to pay at a later stage.

Students would also have to pay an additional amount of Rs 4000/- (approximately) every year towards medical insurance for protection of any physical injury during the course.

9.Conduct for Document Verification and Medical Examination

A. Conduct of Document Verification

At the time of reporting to Document Verification, the candidate shall produce all the **original documents** in support of the claims made in the online application form. In the event, the candidate fails to produce the documents in support of the claim, so made in the online application, the admission shall be stand cancelled. Therefore, the Document Verification Committee ensures the following:

1. JEE (MAIN) - SCORE card issued by National Testing Agency (NTA) shall be verified from the below mentioned website as prescribed by Ministry of Education, Government of India.

   https://ntaresults.nic.in/resultservices/JEEMain2021auth

2. JEE_CRL Rank shall be verified accordingly the details entered in the above mentioned website.

3. Verify mark sheet of the Secondary School Certificate (SSC) or Standard X or 10th Class examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board.

4. Verify the mark sheet of the Higher Secondary School Certificate (HSC) or Standard XII or 12th Class examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board.

5. Verify the HSC marks sheet with Physics and Mathematics as compulsory subjects along with one of the Chemistry or Biotechnology or Biology or Technical Vocational subjects, in the above subjects taken together and obtained at least 50% marks (minimum 45 % marks, in case of SC/ST categories).

6. Verify the School/College/leaving Certificate/transfer certificate. If candidate already student of any school/college, then No Objection Certificate or Custodian Certificate is required from the school/college authority stating that the mentioned certificates/documents are in the custody of school/college authority.

7. Verify the Nationality/Birth Certificate. (If School Leaving Certificate contains Nationality details, then no separate certificate is needed and if not, Passport can be considered for verification).

8. Date of Birth as recorded in the Matriculation/Secondary School Examination Certificate only will be accepted by the Committee for determining the age related issues, if any.

9. Verify the Domicile/Residence Certificate.

10. To consider under OBC (NCL) category, candidates should produce an original copy of the OBC (Non-Creamy Layer) certificate in the format prescribed by State/Central Government issued by competent authorities.

11. Submission of only OBC or Minorities and Other Backward Classes (MOBC) certificate will NOT be treated as OBC (Non-Creamy Layer) category. If no valid OBC (Non-Creamy Layer) certificate copy is produced by a candidate, then the candidate will be treated under General category and Non-Economically Weaker Section.

12. To consider under SC/ST Category, candidates should produce a copy of SC/ST certificate in the format prescribed by State/Central Government issued by competent authorities.

13. Economically Weaker Section (EWS): Persons who are not covered under the scheme of reservation for SCs, STs, and OBCs and whose family has gross annual income below Rupees Eight Lakh are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources: i.e., salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

14. To consider under EWS category, candidates should produce a copy of the Income and Asset Certificate only in the format prescribed by Government of India and issued by competent authorities.

15. Submission of certificate not in prescribed format or submission of income and asset certificate will be treated as invalid for EWS. If improper or invalid Income and Asset certificate for EWS is produced by a candidate, then the candidate will be treated under Non-Economically Weaker Section of General Category.

16. Verify J&K Migrant certificate from the Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates (wherever applicable)

17. Verify the Tuition Fee Waiver Scheme (TFWS) Certificate from either ‘Mamlatdar’ or ‘Taluka development officer’ for admission (wherever applicable)

18. For Maharashtra State Candidates, the Caste Validity Certificate issued by competent authority shall be verified.

19. Notarized affidavit of Gap certificate shall be verified. (wherever applicable)

20. Migration certificate shall be verified (wherever applicable).

21. The candidate will be entitled to rectify the following errors in the online application form at the time of scrutiny of documents at NFSC viz.

a) Change of gender from male to female and vice-versa;

b) Error while entering marks obtained by candidate in examination, However the change in the JEE-CRL rank as per the NTA will not be permitted;

c) Error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, and Non-Creamy Layer Certificate, etc. as the case may be.

d) Removal of minority status due to failure of submission of supporting documents;

e) Change in Type of Candidature;

f) Change in Home District;

g) Removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;

Apart from the above no other change or rectification shall be allowed.

22. Admission will be cancelled if, at any time, any of the document or certificate is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms.

NOTE:

1. The originals of all the documents shall have to be verified in transparent manner.

2. Submission of original documents/certificates at later date will not be permitted.

3. If any of the above conditions is not fulfilled, candidate will not be allowed to appear for the **Medical Examination**.

List of all the information shall be communicated to the Medical Examination Committee duly signed application form for further process.

B. Conduct of Medical Examination

The following guidelines are intended to provide advices to the medical examiners conducting the medical examination.

1. The candidates recommended by Document Verification Committee are referred to go through the Medical Examination.

2. Medical examination will be conducted by the Medical Officer nominated specifically for the purpose by the competent authority.

3. The Medical Officer shall record findings of the examination in a standard form prescribed by the NFSC, which shall be reviewed by a medical board headed by the Chief Medical Officer.

4. The Chief Medical Officer is the final authority and competent to certify a candidate as medically fit in respect of all eligibility conditions as mentioned below:

a) Physical Standards

(iii) For Male

Height:- Minimum 165 cms. (Relaxable by 5 cms in the case of Garhwals, Assamese Gorkha and member of the Schedule tribes).

Chest:- Minimum 81 cms. unexpanded and 86 cms. with expansion (Fully expanded with minimum of 5 cms. expansion)

Weight:- Minimum 50 Kgs

For Female

Height:- Minimum 157 cms. (Relaxable by 2.5 cms in the case of Garhwals, Assamese Gorkha and member of the Schedule tribes).

Weight:- Minimum 46 Kgs

b) Medical Standards: Both for Male and Female

(i) Visual:- better eye – 6/6 without aid (Eligible vision – 6/6 only) Worse eye – 6/12

(ii) Colour Vision:- No colour blindness.

(iii) The candidate must not have knock-knee, flat foot, squint eyes and stammering. They must be in good mental and body health and free from any physical defect.

5. Measurement will be taken in centimeters with the individual standing barefooted and straight weight put on both heels kept together. The candidate will stand erect with chin drawn in to bring the vertex of the head in level under the horizontal bar of the stand. Also, there is no upper limit of above as per the given norms.

6. Minimum acceptable weight should be 46 kg in all genders. Weight below 46 kg is a disqualification. Candidates not meeting this standard may also be declared unfit by Medical Board. The findings of the NFSC-Medical Examination Board in this regard shall be final.

7. The minimum chest girth should be 86 cm in full inspiration. The minimum expression of chest from full expiration to full inspiration should be 5 cm. This clause is not applicable to female candidates.

8. Visual acuity acceptable range should be as follows: better eye – 6/6 without aid (Eligible vision – 6/6 only).

9. Testing of colour vision is essential for all candidates. Color blindness in full or partial is a disqualification.

10. One eyed individual should be considered unfit.

11. Squint in presence of normal binocular vision may be considered a disqualification.

12. The candidate should be free from any active disease of the ear. The

13. Candidate should be able to hear whispering voice separately in both the ears at a distance of 20 feet in a quiet room. A candidate who fails in this test will be declared medically unfit. Audiometry, if necessary will be done following advice of medical board.

14. A candidate should be free from any active lesion of nose.

15. Candidates suffering from leprosy or chronic and inveterate skin conditions will be declared unfit.

16. In case he/she fails in Medical Examination, he/she shall not be considered for further admission process at NFSC and recommendation of his/her candidature shall be cancelled.

List of all the information shall be communicated to the Competent Authority for final approval

C. Conduct of Admission Board

All the decisions taken in relation to Admission to B.E (Fire Engineering) by the Competent Authority shall be final and binding on all concerned.

1) The Competent Authority, Chairman, Admission Board and Director, National Fire Service College shall be the authority for admission process and shall direct the students as per their allotment through admission process.

2) The Competent Authority shall deal with the representations received from the candidates pertaining to allotment and admissions by the Grievance Redressal Authority.

3) All the decisions taken in relation to admissions by the Competent Authority shall be final and binding on all concerned.

4) Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate from the Centralized Admission Process and such candidate will be debarred from the entire selection process.

5) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.

6) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought into effect from that point of time as per the directives from the Government from time to time.

7) Undertaking from the candidate shall be taken while admitting the candidate in the Institute.

8) Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission.

9) If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Director. Such candidates are also liable for penal action as per the provisions of law.

10) Anything otherwise not mentioned in the brochure but required action, same will be initiate without notice as deemed fit.

10. Instructional guidelines for candidates appearing in Document verification and medical examination

General Guidelines:-

- Since COVID-19 situation is Fluid and Dynamic all applicants are advised to follow the protocol issued from time to time by Government of India and respective State Governments.
- Various measures will be implemented by National Fire Service College (NFSC), Nagpur to ensure Social Distancing measures as per Ministry of Health and Family Welfare (MOHFW), Government of India (GOI) guidelines in current scenario of COVID-19 to ensure health &safety of the candidates**.**
- Adequate measures are implemented for safety of all without compromising the high standards, sanctity, and fairness in conduct of the **Document verification and Medical Examination** prescribed by MoHFW, Ministry of Home Affairs (MHA), Ministry of Education (MoE), Government of India.
- Candidates are also required to adhere to guidelines and new process for Social Distancing and hygiene to ensure safety & health of their own and fellow candidates. For safety purposes, NFSC, Nagpur **strongly advises candidates not to bring anything other than permitted items.**

Part 1. Pre-Entry

1. Candidate to check Reporting/ Entry time at Centre given in the E-mail and to reach centre as per Reporting time only to avoid any crowding at the centre at the time of entry and to maintain social distancing.
2. The candidate must bring own mask and will be permitted to carry only certain items with them into the venue. Candidate will drop the mask in drop box and a fresh mask shall be given.

- **All Verification related documents:** The originals of all the documents shall have to be produced when the candidate appears for document verification at the time of reporting at this center along with two photocopies duly self-attested. Submission of original documents at later date will not be permitted.

a) JEE Main Score Card issued by NTA

b) 10th Class Mark Sheet (Original)

c) 12th Class Mark Sheet (Original)

d) School/College/ leaving Certificate/ transfer certificate (Original)

e) Nationality/Birth Certificate (if School Leaving Certificate specifies nationality details, then no separate certificate needed). Otherwise, the Passport or State domicile or Aadhar card can be produced for valid verification

f) Domicile/Residence Certificate

g) Caste Certificate issued by competent authority in State Govt. format or Caste issued by competent authority in Central Govt. format.

h) Caste Validity Certificate issued by competent authority (For Maharashtra State only)

i) Valid Non-Creamy layer certificate for OBC candidates.

j) Gap certificate on stamp paper (wherever applicable)

k) Migration certificate

l) EWS certificate: The candidate must bring EWS certificate issued by the Competent Authority, if claiming relaxation under EWS category (wherever applicable)

m) J&K Migrant certificate shall be provided for the Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates (wherever applicable)

n) Tuition Fee Waiver Scheme (TFWS) Certificate shall be provided from either 'Mamlatdar' or 'Taluka development officer' for admission (wherever applicable)

o) Two (2) Passport size colour photographs

p) UIDAI (Aadhar) Card.

- **Personal hand sanitizer (50ml).**
- **Personal transparent water bottle (1Ltr).**
- **Personal transparent 'blue' ink pen.**

Note: In case, candidate fail to produce any of the above requisite documents/data/certificate as mentioned, candidate is liable to be returned without conducting their medical examination. His candidature shall be cancelled and shall be declared in-valid.

Part 2. At Time of Entry

1. Provisional Certificate of COVID-19 Vaccination 1st dose / Complete Vaccination Certificate issued by Ministry of Health & Family Welfare Government of India or RT-PCR Test (COVID-19) (Latest by 7 days prior to reach NFSC).
2. Candidates having any symptoms related to COVID-19 are advised not to move from his/her home station. Candidate will be returned back if symptoms like fever, cold, cough & running Nose are detected at the reception area and will not be allowed for stage –I screening.

3. Candidates need to maintain a distance of at least 6 feet from each other at all the time. Queue manager / ropes and Floor Marks will be arranged outside the centre, follow the instructions provided by centre staff. All instructions shall be displayed at prominent places and candidates should adhere to the instructions given in letter and spirit. Anyone found not following the instructions shall be returned immediately.
4. Candidates will be required to sanitize hands by washing with soap and with Hand Sanitizer before entry in centre. Hand sanitizer will be available at various locations in the centre.
5. The entry of Candidates will be made in a phased manner to avoid grouping of many at a time. It means candidates will enter the NFSC in different time slots allotted to them. They will also be expected to enter the hall one by one while maintaining the prescribed distance.
6. Candidate should bring duly filled all documents as per instructions.
7. **Candidate will be offered a fresh 3 Ply mask before entry. In order to stop chances of any UFM being used in the verification process, the candidate is expected to wear the freshly provided mask at the centre. The candidate will be required to remove the mask worn by him/ her from home, and drop it in drop box and use the mask provided at centre only.**
8. Candidate should bring Identity Proof and other documents
9. Do not bring prohibited items inside campus as there are no arrangements available for safe keeping your belongings.

10. At time of entry, the filled in Undertaking certificate, and body temperature (using Thermo Guns) will be checked and centre staff will guide you to respective places. Candidates are required to strictly adhere to instructions provided by centre staff.

11. Please observe that no-one will be denied permission to appear for verification process, until he/she violates the Covid-19 directives/advisories of Government (Central/State) applicable on the day of verification process and instructions mentioned in the E-mail and as mentioned in guidelines and college Brochure.

Part 3. Preparation of Registration Desk

1. Standard Operating Procedures for implementing safety precautions and for maintaining required standard of hygiene are getting implemented.
2. Before each group starts (and after last group of the candidate) Seating Area will be thoroughly sanitized.
3. Hand Sanitizer will be available at entry and inside the campus venue at various places for candidates and NFSC staff to use.
4. Code Number will be allotted at the entry point and the number will be called for the admission process. Candidate will be called as per their Code Number.
5. It is ensured that all the processes are touch free to ensure Social Distancing norms.
6. Candidate to reach NFSC as per the Reporting/Entry time at Centre given in the E-mail to avoid any crowding at the NFSC at the time of entry and to maintain social distancing.

IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. As a precaution for COVID-19, the candidate must reach the venue as indicated against Reporting/Entry time at NFSC, Nagpur. No candidate shall be permitted to enter after the Gate Closing Time. No candidate shall be permitted to leave the NFSC campus without completing the verification process
2. Candidate must carry **"Any one of the original and valid Photo Identification Proof issued by the government"** – PAN card/Driving License/Voter ID/12th Class Board Admit or Registration card/ Passport/ Aadhaar Card (With photograph)/ E-Aadhaar/ Ration Card./ Aadhaar Enrolment No. with Photo. All other ID/Photocopies

of IDs even if attested/scanned photo of IDs in mobile phone will NOT be considered as valid ID Proof.

3. Candidates are **NOT allowed** to carry any personal belongings including electronic devices, costly items, mobile phone and other banned/ prohibited items. NFSC Officials will not be responsible for safe keeping of personal belongings and there will be no such facility.

4. If at any stage, it is found that the candidate has submitted multiple Applications and/or appeared in more than one date/shift, then the candidature will be cancelled and legal action will be taken including debarring in all future activities conducted by NFSC.

5. Candidates are advised to check updates on NFSC website regularly. They should also check their mailbox on the registered E-mail address and SMS in their registered Mobile No. for latest updates and information.

6. No candidate should adopt any unfair means or indulge in any unfair activities as the NFSC campus is under surveillance of CCTV. On completion of their verification and medical examination, the candidates will be permitted to move out in an orderly manner, one candidate at a time. Please wait for instructions from NFSC staff.

7. Parents are not allowed to stay inside the campus during Verification process as parents accompany their ward to NFSC. This has been suggested in order to prevent overcrowding. Only candidate will be allowed entry inside NFSC campus. Parents will not be allowed at any cost to ensure safety of all.

8. A barricading will be set up at the Main gate of NFSC to keep parents and others at distance from the center to avoid overcrowding.

9. NFSC will be properly sanitized before the Document verification and Medical Examination to ensure the safety of the candidates. The Candidates would also be expected to follow the rules at every turn to keep safe. Candidates and their parents make his/her own arrangement for stay at Nagpur. College will not provide any accommodation.

10. Candidates to bring their own water bottle for personal consumption. After screening at the main gate of NFSC, candidates those are cleared at screening will be allowed inside the campus and candidate should carry only original of prescribed document pen and transparent water bottle (1Ltr). No other items will be allowed.

11. Certificates and Documents to be submitted at the time of Admission to B.Tech(Fire Engineering)

The following original certificates and documents need be submitted at the time of Admission to B.Tech (Fire Engineering).

S. No	List of Documents
1.	JEE Main Score Card issued by NTA only.
2.	10th Class Mark Sheet (Original).
3.	12th Class Mark Sheet (Original).
4.	School/College/ leaving Certificate/ transfer certificate (Original).
5.	Nationality/Birth Certificate (if School Leaving Certificate contains nationality details no separate certificate needed) if not Passport can be produced for verification.
6.	Domicile/Residence Certificate.
7.	Caste Certificate issued by competent authority in State Govt. format or Caste Certificate issued by competent authority in Central Govt. format.
8.	Caste Validity Certificate issued by competent authority. (For Maharashtra State candidates only).
9.	Valid Non-Creamy layer certificate for OBC candidates.
10.	Gap certificate on stamp paper (wherever applicable).
11.	Migration certificate (wherever applicable).
12.	**EWS certificate** The candidate must bring EWS certificate issued by the Competent Authority, if claiming relaxation under EWS category (As per format given in NFSC official website, wherever applicable).
13.	5 Recent Passport size Color photographs.
14.	Photo copy of UIDAI (Aadhar) Card.
15.	J & K Migrant certificate shall be provided for the Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates (wherever applicable)
16.	Tuition Fee Waiver Scheme (TFWS) Certificate shall be provided from either 'Mamlatdar' or 'Taluka development officer' for admission(wherever applicable)
17.	Online fee payment Receipt
18.	Undertaking of College Rules and Discipline as per Annexure-III
19.	Risk Affidavit as per Annexure-IV
20.	Undertaking of Anti-raging as per Annexure-V
21.	Anti-Drug Undertaking as per Annexure-VI
22.	Anti-Ragging web link https://www.antiragging.in/Site/Affidavits_Registration.aspx
23.	Two sets of self-attested photo copies of above-mentioned documents.

Annexure- III

UNDERTAKING

I, _____, Application ID Number _____ have read and understood the rules and regulations of the program and agree to abide by the rules.

2. I promise that I will conduct myself in a manner befitting to an institute up keeping its high academic and ethical values.
3. I promise that I will not engage in malpractice in examinations.
4. I promise that I will abide by all the rules of the library, computing ethics, hostel and mess.
5. I promise that I will not engage in sexual harassment or ragging.
6. I understand that violation of any of these will make me liable to disciplinary action by the institute.
7. I have submitted Original and Self-attested copies of all documents and agree to pay all fees/dues, abide by all rules and regulations and agree to attend classes online/offline as prescribed by the National Fire Service College, Nagpur.

Signature of Guardian/ Parent Signature of Student

Date

Note: This document is to be printed on Rs.100 Non- Judicial stamp paper and Notarized.

Annexure-IV

Risk Affidavit

I ,……Father/ guardian of …… who is a candidate for B.E. (Fire Engineering course at National Fire Service College. Nagpur hereby certify that, I fully, understand that my son/daughter will do so with my full and free consent and at my own risk, and that I or my son/daughter or any of my legal heirs shall not be entitled to claim any compensation or other relief from the Government of India in respect of any injury/death, which my son/daughter may sustain in the course of or as a result of training /other activities or where bodily infirmity or death results in the course of or as a result of surgical operation performed upon him or anaesthesia administered to him/her for the treatment of any injury received as aforesaid to otherwise at the said National Fire Service College, or during any activity undertaken anywhere in the country or abroad as student of the National Fire Service College, Nagpur.

Signature of Student Signature of Parent/Guardian

Place:

Date:

Note : This document is to be printed on Rs.100 Non- Judicial stamp paper and notarized

Annexure-V

UNDERTAKING

I,_____s/o d/o Mr./Mrs./Ms. _____having been admitted to **NATIONAL FIRE SERVICE COLLEGE, NAGPUR**, have received a copy of the AICTE Regulation dated 1.7.2009 on Curbing the Menace of Ragging in Higher Educational Institutions, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

2. I have, in particular, perused Clause 4 of the Regulation and am aware as to what constitutes ragging.
3. I have also, in particular, perused Clause 5(3) and Clause 8(4)(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that a) I will not indulge in any behavior or act that may be constituted as ragging under Clause 4 of the Regulations. b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 4 of the Regulations.
5. I hereby solemnly affirm that, if found guilty of ragging, I am liable for punishment according to clause 8(4) (a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Date:

Place:

Signature of Parent/Guardian Signature of Student

Name Name

Note: This document is to be printed on Rs.100 Non- Judicial stamp paper and notarized

Annexure-VI

ANTI-DRUG UNDERTAKING

I, _____, s/o _____ have read and understood the rules and regulations of the program and agree to abide by the following rules of anti-drug.

1. Smoking and consumption of alcohol is strictly prohibited in the national fire service college (NFSC) campus.
2. Smoking and consumption of alcohol is also strictly prohibited in the hostels including the hostel room.
3. According to Narcotic Drugs and Psychotropic Substances Act, 1985 (NDPS), the cultivation/production/manufacture, possession, sale, purchase, transport, storage, consumption, or distribution of total of 237 substances# are illegal with penalty as listed in the in the table below.

   (#such as; Marijuana cannabis/Hash/Weed/Pot/Hemp; cocaine; Heroin/brown sugar; LSD Acid/; Opium; Ecstasy/MDMA; Amphetamines ('speed'); Codeine; Solvent Glues/Aerosol, etc.)

Offence	Penalty
Possession, sale, purchase, or use of drugs (varying in quantity)	Rigorous imprisonment from 6 months - 10 years or fine Rs. 10000 -1 lakh
Knowing allowing one's premises to be used for committing an offence	Same as above
Financing traffic and harboring offenders	Rigorous imprisonment 10-20 years+ Fine Rs 1 - 2 lakhs
Preparation to commit an offence	Half of the punishment of offence
Consumption of Drugs	Rigorous imprisonment of 6 months - 1 year + fine of Rs 10,000-20,000 and involuntary treatment if addicted

4. NFSC has ZERO TOLERANCE for drug use on campus. Students found involved in possession, sale, purchase or use of illegal drugs will be dealt with as per the law.

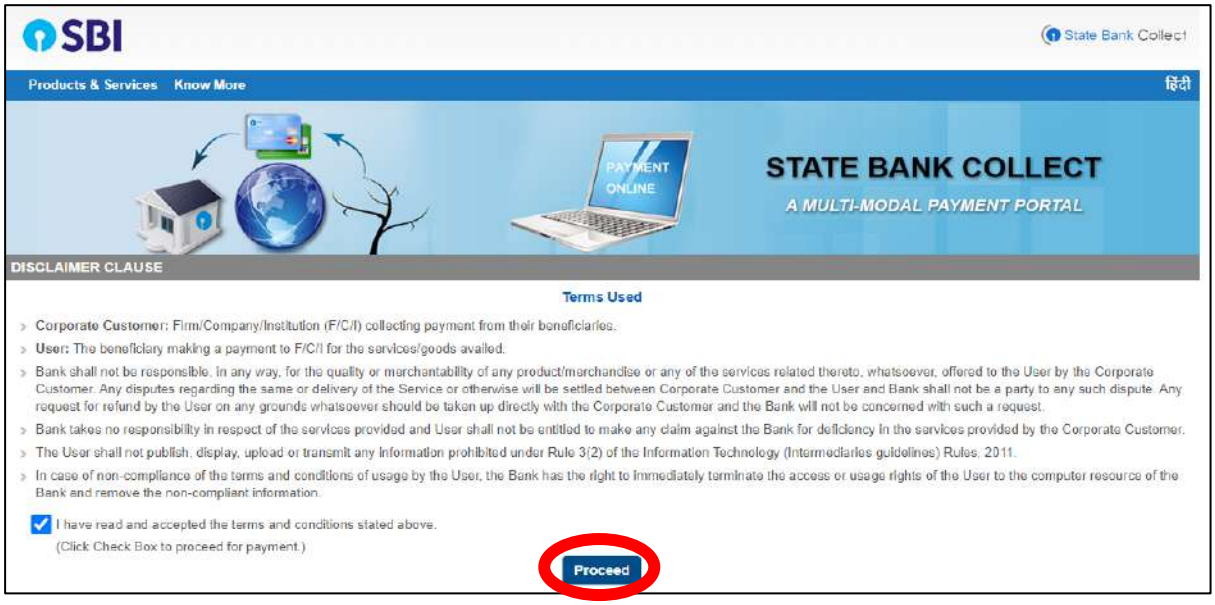
Date: (Signature of the Student)

Note: This document is to be printed on Rs.100 Non- Judicial stamp paper and Notarized.

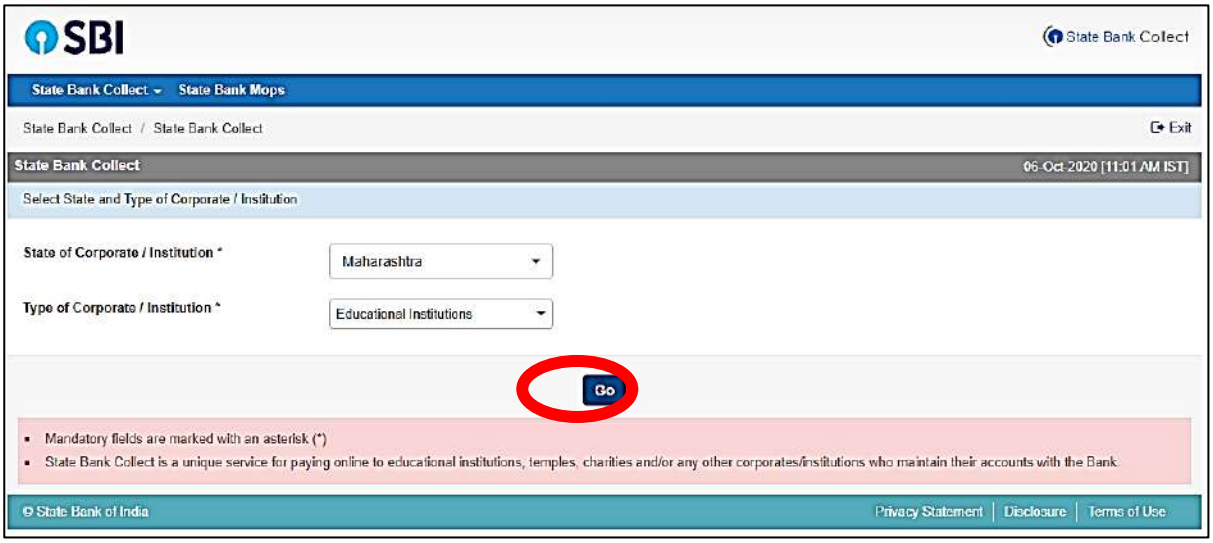
12. Fee Payment through SBI i-Collect

Step 1. Visit the website: https://www.onlinesbi.com/sbicollect/icollecthome.htm

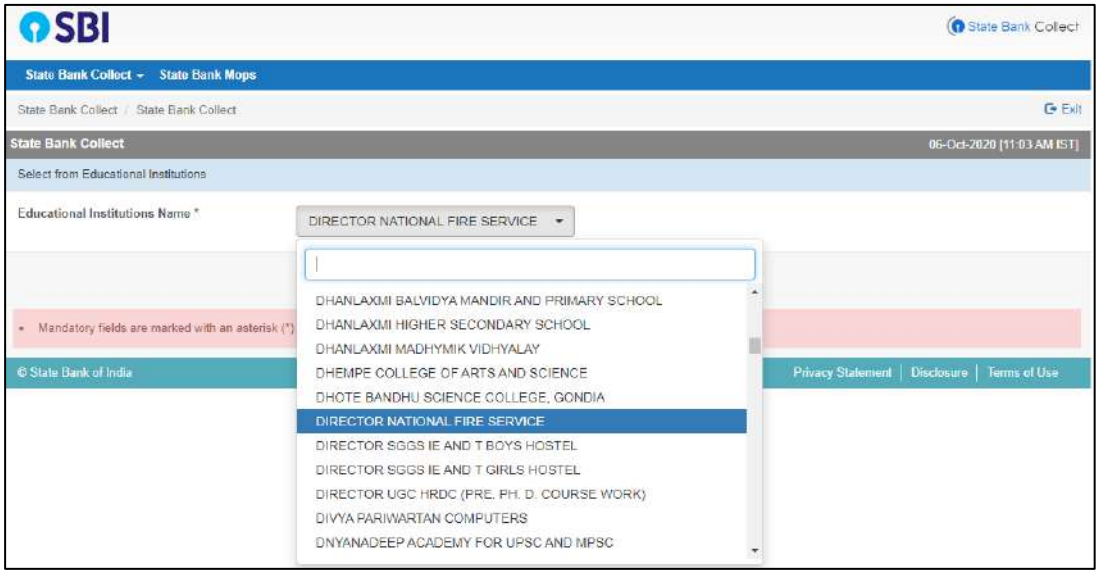
Click to proceed after accepting the terms and conditions

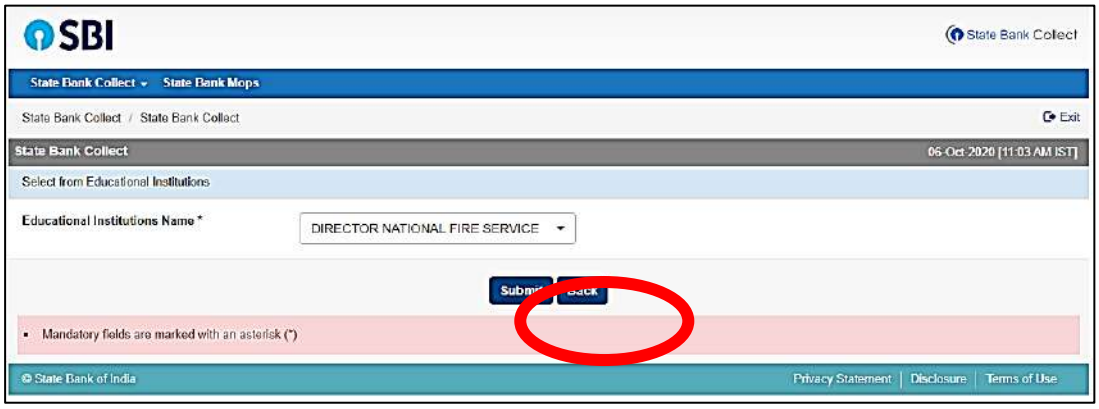


Step 2. Select state as ***"Maharashtra"*** and Type of Institution as ***"Educational Institutions"***



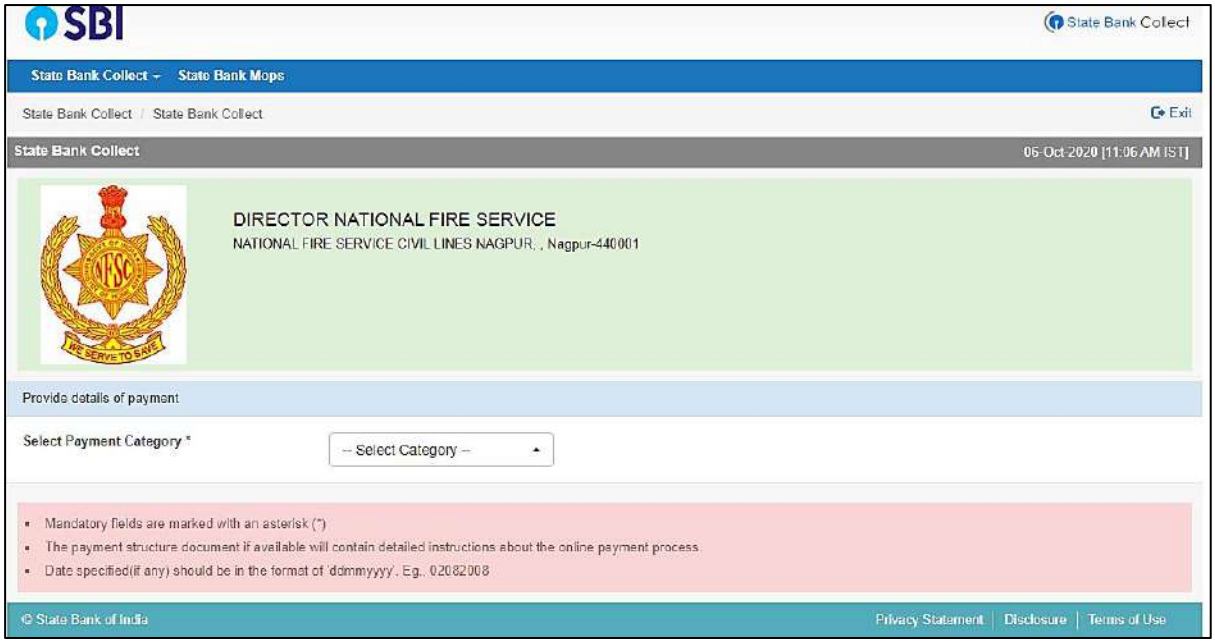
Step 3. Select ***"Director National Fire Service"*** as for the Educational Institution name in the next window and click submit for the payment category.

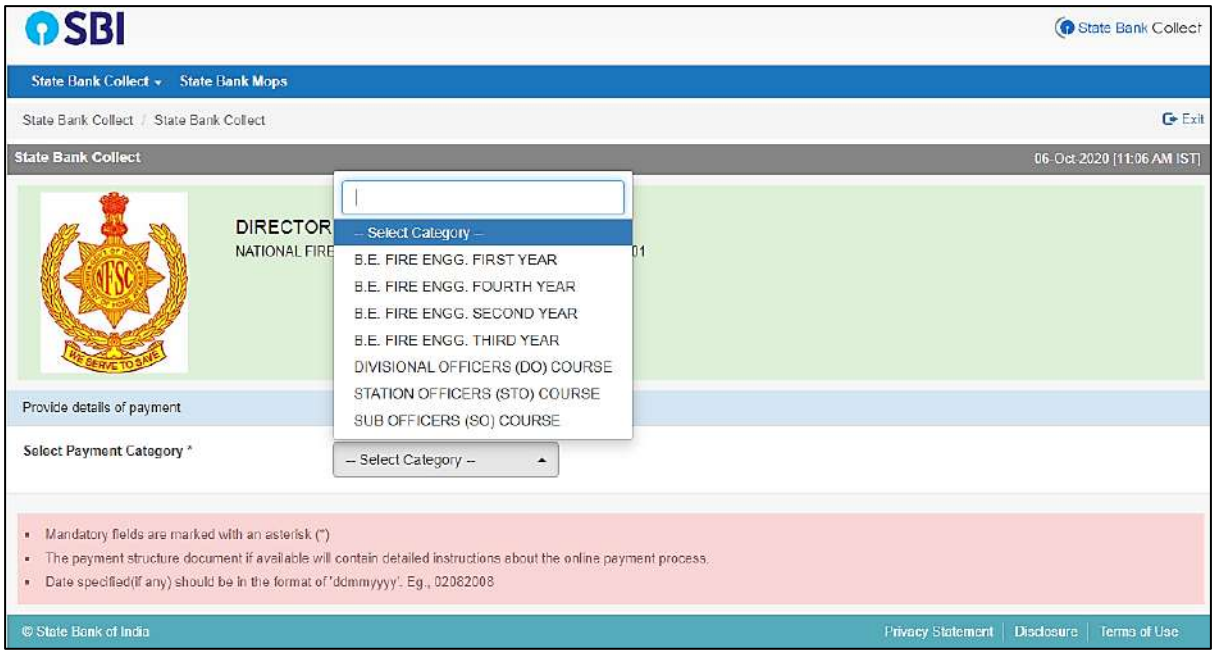




Step 4. Choose the payment category as Follows:

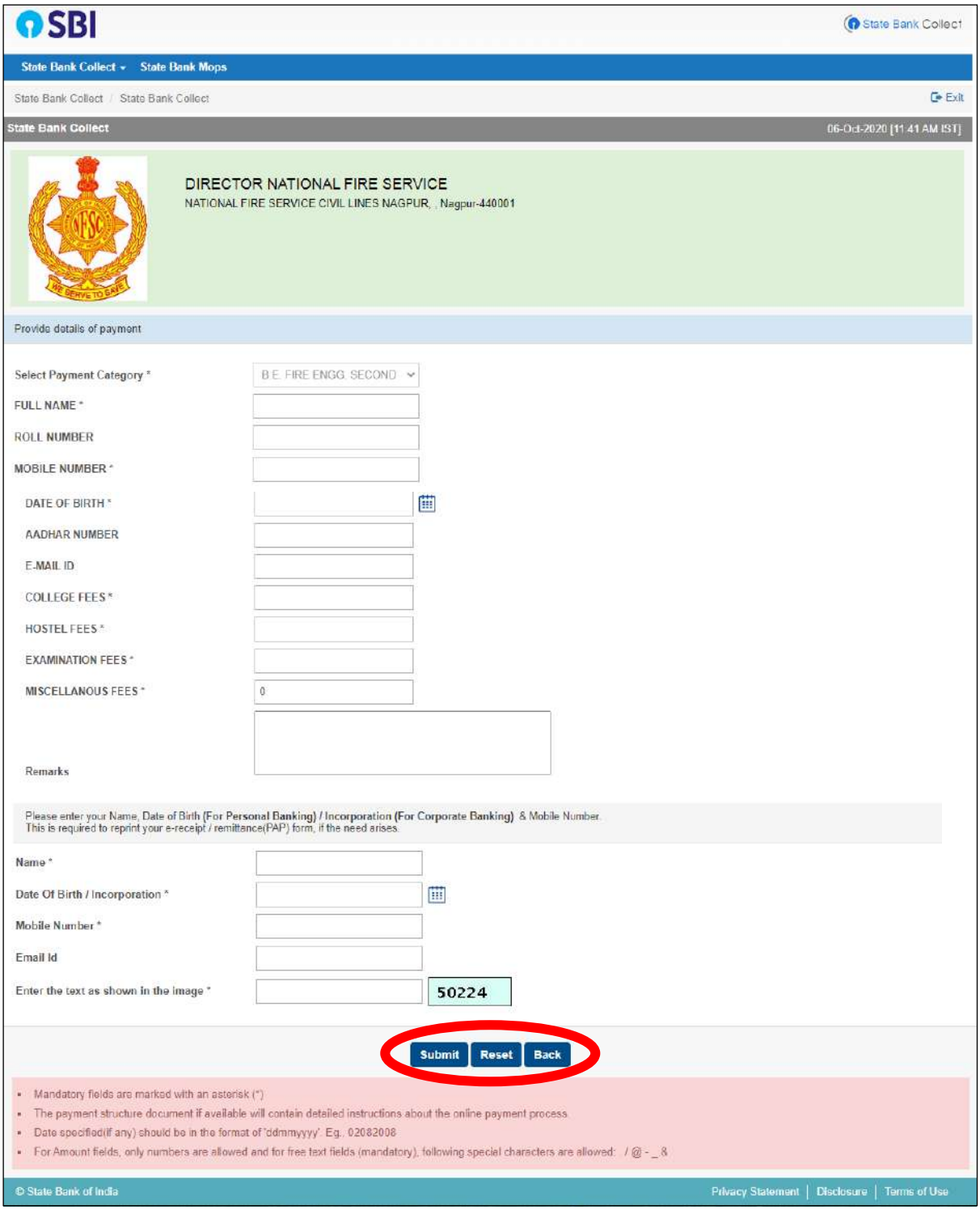
Sr. No.	Name of Course	Payment Category
1.	First Year B.E. (Fire Engineering)	B.E. FIRE ENGG. FIRST YEAR
2.	Second Year B.E. (Fire Engineering)	B.E. FIRE ENGG. SECOND YEAR
3.	Third Year B.E. (Fire Engineering)	B.E. FIRE ENGG. THIRD YEAR
4.	Fourth Year B.E. (Fire Engineering)	B.E. FIRE ENGG. FOURTH YEAR
5.	Divisional Officers' Course	DIVISIONAL OFFICERS (DO) COURSE
6.	Station Officers' and Instructor Course	STATION OFFICERS (STO) COURSE
7.	Sub Officers' Course	SUB OFFICERS (SO) COURSE





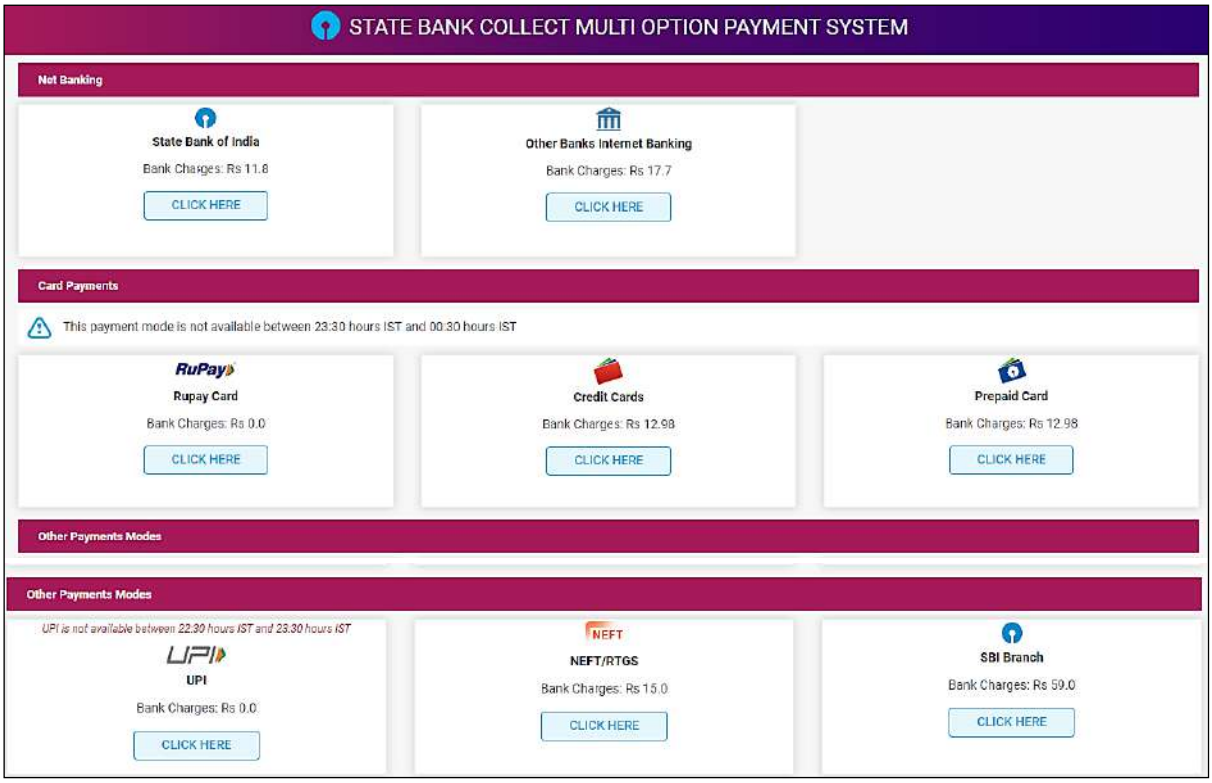
Step 5. On the next screen, Enter Full Name, Roll Number (If not allotted then leave it Blank), Mobile Number, Date of Birth, Aadhar Number, Email correctly.

- Enter the Amount of College Fees / Hostel Fees / Examination Fees / Miscellaneous Fees correctly.
- If any of the above mentioned fees is not applicable kindly enter **"0"** amount.
- Kindly enter your Name, Date of birth & Mobile number to print your e-receipt.
- Proceed as instructed and Click on ***'Submit'***



Step 6. On the next screen, verify the details and click on '**Confirm**'. If there is any correction go back and do the correction.

Step 7. Now you will be taken to payment gateway. Select appropriate ***"Mode of Payment"***



Step 8. Check the charges/commission applicable for selected ***"Mode of Payment"***.

Step 9. Pay ***"online"*** using Internet Banking/Credit Card/UPI and note down the transaction details followed to print/save the receipt for reference.

13. Fee Collection Deposit to Government Account

1. **Admission Fee for the 1st Year Student (New students):**

(a) For the New Batch Admission, a Circular regarding Fee detail along with call letter for 1st year student is circulated on the website for the shortlisted candidates.

Admission fee detail for 1st year only.*(Subjected to change time to time)*

Description of Admission Fee for 1st Year Students only		
Education Fee		Rs. 15,000 /-
Hostel Fee		Rs. 18,000/-
Student Development & Other Misc. Fee	Development Fund	Rs. 5000/-
	Miscellaneous	Rs. 4000/-
Total Amount		**Rs. 42,000 /-**

Students have to pay the following fee other than the above-mentioned fee subjected to change time to time according to RTMNU guidelines.

Description of Fee	**Maharashtra State Students**	**Other State Students**
*Examination Fee (1st Sem)	Rs. 2384 /-	Rs. 2384 /-
*Enrollment fee	Rs. 110 /-	Rs. 610 /-
*Insurance	Rs. 40 /-	Rs. 40 /-
Total Amount	**Rs. 2534 /-**	**Rs. 3034 /-**

**** Subject to change time to time as per RTMNU Guidelines.***

(b) Examination and other fee (if any) will be paid later by the student subjected to change time to time according to RTMNU guidelines.

(c) Students have to pay the admission fee through ***SBI Collect***only within the date given in circular. *(Step by step process for depositing amount on SBI Collect- annexure-01 copy attached)*

(Note: No other mode will be accepted other than the above said payment gateway.)

(d) After the payment student have to submit the hard copy of payment receipt along with the filled Admission form *(Format-04 copy attached)* to the Academic Section.

(e) Academic section will give the list of students to Account Section for verification of payment.

(f) As the transaction data available in Account section, all the payment will be verified by the Account section and after verification Account section will give the statement of payment received by the students to Academic Section.

(g) Account section will prepare the payment receipt of admission fee after verification of payment.

(h) After that Account section will give the payment receipt to Academic Section. Academic Section will distribute the receipt to students.

(i) After successful submission of Payment and admission form, all the filled form will be signed by Director.

(j) Hostel will be allotted to students accordingly.

(k) Hostel warden will have to submit a copy of allotted room details of student to B. E. Section.

(l) Afterward **Academic Section will complete the process of Enrollment of new students according to RTM Nagpur university guidelines**.

(m) After these process Academic Section will prepare the List of Total Amount of Education fee (Rs. 33000/-) and Hostel fee (Rs. 18000/-) per student in a note sheet,and take the approval from the Director for depositing of said amount, which is to be deposited to Government Account,

(n) After approval from the Director a copy of approval is given to Account Section. **Account section will deposit the Education fee- Rs. 15000/- and Hostel Fee- Rs. 18000/- (Total- Rs. 33000/-) per student to Government Account.**

2. Admission Fee for the 2nd, 3rd& 4th Year Student.

(a) For every student he/she has to take admission in every Academic session/year if he/she has passed the previous examination.

(b) Before the commencement of new Academic session/year classes a Circular mentioning fee details for the admission in new Academic session/year is circulated with the approval of competent authority.

Admission fees detail for 2nd, 3rd& 4th year. *(Subjected to change time to time.)*

Description of Admission Fee of Amount Rs. 41,500 /-for 2nd, 3rd& 4th year.	
Education Fee	Rs. 15,000 /-
Hostel Fee	Rs. 18,000/-
Student Development & Other Misc. Fee	Rs. 8,500 /-
Total Amount	**Rs. 41,500 /-**

(c) Examination and other fee (if any) will be paid later by the student subjected to change time to time according to RTMNU guidelines.

(d) Students have to pay the admission fee through ***SBI Collect*** only within the date given in circular. *(Step by step process for depositing amount on SBI Collect- annexure-01)* ***(Note: No other mode will be accepted other than the above said payment gateway***.)

(e) Late Fee Payment: -

If Fee is not paid within the due time or even after the payment by late fine, he/she will be terminated for the Academic Year*.*

(f) After the payment student have to submit the hard copy of payment receipt along with the filled Admission form to the Academic Section. Admission form *(Format-04 copy attached)* may be collected from Academic Section.

(g) Academic section will give the list of students to Account Section for verification of payment.

(h) As the transaction data available in Account section, all the payment will be verified by the Account section and after verification Account Section will give the statement of payment received by the students to the Academic Section.

(i) Account section will prepare the payment receipt of admission fee after verification of payment.

(j) After that Account section will give the payment receipt to Academic Section. Academic Section will distribute the receipt to students.

(k) After successful submission of Payment and admission form, all the filled form will be signed by Director.

(l) After these process Academic Section will prepare the List of Total Amount of Education fee (Rs. 33000/-) and Hostel fee (Rs. 18000/-) per student in a note sheet, and take the approval from the Director for depositing of said amount, which is to be deposited to Government Account,

(m) After approval from the Director a copy of approval is given to Account Section. **Account section will deposit the Education fee- Rs. 15000/- and Hostel Fee- Rs. 18000/- (Total- Rs. 33000/-) per student to Government Account**.

14. Uniform Guidelines

The following will be the uniform and training guidelines for B. Tech (Fire Engineering) 1st, 2nd, 3rd and 4th year students.

1. Ceremonial Dress Code for B. Tech. (Fire Engineering).

1.	Uniform cloth should be made of quality fabrics **White colour shirt** (half sleeve) box plate.	2 Nos
2.	Uniform cloth should be made of quality fabrics **Navy Blue colour Trouser**.	1 No
3.	Black Oxford pattern type shoe.	1 No
4.	Black colour cotton socks.	2 Nos
5.	Black belt (Leather) with metal buckle with NFSC monogram.	1 No
6.	**Name Plate:** Student/Trainee officer name both Hindi & English with blood group and RH factor in white color on Acrylic made Black colored name plate.	2 Nos
7.	Metal NFSC shoulder titles on both sides.	2 pair
8.	Navy Blue colour lanyard with whistle (double rope).	1 No
9.	Navy Blue colored peak cap with NFSC metal Monogram.	1 No

2. Practical Dress Code for B. Tech. (Fire Engineering).

1.	**Overall/Dangri:** Full sleeved Navy Blue drill Cotton Fabric, "NFSC" in 4" inch Bold letter in golden yellow color printed on back side in rubber print. a. With double pocket on both Side of chest along knee pad and butt pad. b. Students name in Hindi and English both with blood group and RH factor should be embrodied with golden yellow colour, base navy blue above right pocket. (40 mm X100 mm size). c. "NFSC" should be embroided on both shoulders flap in golden yellow colour (shoulders flap should be in navy blue colour in drill cotton).	2 Pair
2.	Gumboots with steel toe with ISI mark.	1 Pair
3.	Fire Helmet with chin guard as per IS:2745-1983 (i) Yellow colour with **Red** band for B. Tech. (Fire Engineering) student. (ii) Yellow colour with **Black** band for Sub-Officer. (iii) Yellow colour with **Blue** band for Station Officer.	1 No
4.	Navy Blue Colour lanyard with whistle (double rope).	2 Nos
5.	Cotton web belt Navy Blue colour with Sash cord (cotton Rope 6mm size, 15 feet.)	2 Nos

3. P.T. Dress Code for B. Tech. (Fire Engineering).

1.	White T-shirts with NFSC Monogram embroidered on the left side of the chest in Red.	2 Nos
2.	White full trouser belt button type.	1 No
3.	White full trouser for girl's student.	1 No
4.	White P.T. canvas shoes.	1 Pair
5.	White P.T. full length socks.	2 Pair
6.	White handkerchief/Hand towel.	1 No

4. Mess Dress Code for B. Tech. (Fire Engineering).

1.	Black full trouser.	1 No
2.	White full sleeve shirt with one pocket.	1 No
3.	Black leather Belt (Gentlemen type).	1 No
4.	Black Oxford Pattern shoes.	1 Pair
5.	Blue/Black socks.	1 Pair
6.	White cotton handkerchief.	2 Nos

Other items for B. Tech. (Fire Engineering).

1.	White Kurta pajama for Indoor purpose.	2 Nos
2.	Maroon colour Tie with embroided NFSC monogram in golden colour.	1 No
3.	Sleepers (bathroom purpose).	1 Pair
4.	White towel.	1 No
5.	White bed sheet and pillow cover.	1 Nos
6.	Mosquito net.	1 No
7.	First aid kit.	1 No
8.	Torch & spare batteries.	1 No
9.	Rain coat in two pieces (upper and lower) with rain cap (Navy blue color with NFSC bold letter 4" size golden yellow rubber print on back side).	1 No

5. Shoulder flaps for B. Tech. (Fire Engineering).

1.	Navy Blue colour shoulder flap with One golden strips for 1st Year.	2 Pair
2.	Navy Blue colour shoulder flap with Two golden strips for 2nd Year.	2 Pair
3.	Navy Blue colour shoulder flap with Three golden strips for 3rd Year.	2 Pair
4.	Navy Blue colour shoulder flap with Four golden strips for 4th Year.	2 Pair
5.	Navy Blue colour shoulder flap with one white strips for Sub officers.	2 Pair
6.	Navy Blue colour shoulder flap with two white strips for Station officers.	2 Pair
7.	Maroon colour shoulder flap for Divisional Officers.	2 Pair

Note:- Kit will be inspected by the College Authorities collectively for all the students/ Trainee Officers.

15. Hiring of Guest Faculty/Visiting Faculty

1. Guest Faculty: -

(a) Guest/ Visiting faculty will be engaged for teaching as per the requirement of particular semester.
(b) Faculties will be selected as per the norms of RTM Nagpur University
(c) Course Coordinator will suggest for Temporary appointment of guest faculty.
(d) After confirmation of Guest Faculty, Time table is prepared accordingly.
(e) Academic Section will prepare a Letter for Guest Faculty with the approval of Director.
(f) Total Theory & Practical hours of Guest Faculty will be decided based upon RTMNU B. Tech. Syllabus and as per NFSC Time Table.
(g) Guest Faculty Letter contains all terms and condition regarding teaching, discipline, attendance record to maintain and honorarium paid to him/her.
(h) Before commencement of Classes Guest Faculty letter, Time table, syllabus, Scheme, Attendance Sheet and attendance Register are given to External Guest Faculty.
(i) Guest faculty will have to mark their attendance-on-Attendance Sheet/Register provided by the Academic Section.
(j) At the end of the month classes will be verified by the class teacher and should be submitted to Academic section for Honorarium claim.

2. Honorarium Claim:

(a) Faculties will be paid Hourly basis amount as per the RTM Nagpur University (order No. Ø- „Œƒˆ@ç- Ø- ¼ƒŒŒ@ƒˆ½@rkaf'k&ƒ). *(Annexure-03 Copy attached)*
(b) Guest Faculty must submit their monthly attendance along with student's monthly attendance at the end of month for claiming their Honorarium.
(c) Academic Section will verify the class taken by the faculty with the Time table and fill the Honorarium form of respected faculty.
(d) Filled form will be signed by the faculty after matching their Account details and other details.
(e) After that Filled Honorarium form and Faculty Attendance sheet is signed by course Coordinator.
(f) All the copies are to prepare in Triplicate.
(g) A sanction order is prepared for the payment of faculties contains Total payment.
(h) A note sheet is written for the approval of payment of Guest faculty by Director through proper channel.
(i) After the approval of Director all copies are signed by Account Officer (AO).

(j) One copy of Signed Honorarium form and Sanction order should be kept in Academic Section for record.

(k) Two copies of Sanction order is handed over to Account Section for completing the payment process.

16. General guidelines for dissertation/thesis writing

Preamble

While it is essential to pay attention to the content of the thesis/dissertation/report (hereinafter called the 'thesis'), which is being submitted in partial fulfillment of the requirements of the respective degree, it is also imperative that a standard format be prescribed. The same format shall be followed in preparation of the final copies of the thesis to be submitted to the Department/Library in future.

1. Organization of the Thesis/Dissertation/report

This thesis shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub subsection so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the thesis may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2-5, Part Two, Chapters 6-9.

1.1 Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the thesis. It may also highlight the significant contributions from the investigation.

1.2 Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

1.3 Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles.

- Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.

- While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters.

- Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages.

• Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

1.4 Results and Discussions

This shall form the penultimate chapter of the thesis and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

1.5 Summary and Conclusions

This will be the final chapter of the thesis. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

1.6 Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in the separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

1**.7 Literature Cited**

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her thesis, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

1.7.1 Publications by the candidate

Articles, technical notes etc. on the topic of the thesis published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

1.8 Acknowledgements acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

Fire Protection of Transformer by Conducting Preliminary Investigations

Bachelor of Technology

in

Fire Engineering

by

Student Name-01234

(2015-2019)

NATIONAL FIRE SERVICE COLLEGE, NAGPUR

MINISTRY OF HOME AFFAIRS

GOVERNMENT OF INDIA

April, 2019

TABLE OF CONTENTS

CONTENTS	PAGE NO.
ABSTRACT	xi
LIST OF ABBREVIATIONS	xvii
LIST OF FIGURES	xxiii
LIST OF TABLES	xxv
1 INTRODUCTION	1-22
1.1 MOTIVATION	1
1.2 STATE OF ART	7
1.3 AUTHOR'S CONTRIBUTION	17
1.4 THESIS OUTLINE	21
2 INTRODUCTION	23-48
2.1 BASIC TITLE	23
2.2 BASIC TITLE	25
2.2.1 SUBTITLE1	26
2.3 ANY VARIANTS OF TITLES	30
2.3.1 ANY OTHER SUBTITLES	30
2.3.1.1 ANY OTHER SUBTITLES	30
2.3.2 ANY OTHER SUBTITLES	33
2.3.2.1 ANY OTHER SUBTITLES	33
2.4 SUMMARY	46
3 CONCLUSIONS	151-156
3.1 GENERAL	151
3.2 SUMMARY OF IMPORTANT FINDINGS	152
3.3 SUGGESTIONS FOR THE FUTURE WORK	154
REFERENCES	157
APPENDIX A	169
APPENDIX B	173
APPENDIX C	175

ABSTRACT

Need to overall view of the thesis.

LIST OF ABBREVIATIONS

NFSC	National Fire Service College
MHA	Ministry of Home Affairs

LIST OF FIGURES

Figure No.	Figure Caption	Page No.
2.1	Figure name	29
3.1	Figure name	32

LIST OF TABLES

Table No.	Title of the table	Page No.
3.1	Table name	61
3.2	Table name	62

CHAPTER 1

INTRODUCTION

1.1 TITLE

Furnish the relevant information.

1.2 SUB HEADINGS

Write the relevant information.

1. **Project Title:**

2. **Total Cost:**

3. **Name of Investigators:**

4. **Project Summary**

5. **Key Words:**

6. **Objectives:**

7. **Expected Output and Outcome of the proposal:**

8. **Proposed Budget:**

S. No.	Expenditure on	Line Total (Rupees)
1.	**Equipment**	
2.	**Consumables**	
3.	**Contingency**	
4.	**Travel (Domestic)**	
5.	**Other costs**	
Total		

9. **Other Technical Details**

(i) Origin of the Proposal

(ii) Review of the Status of Research and Development in the Subject:

- **International Status**
- **National Status**

(iii) Importance of the Proposed Project in the Context of Current Status:

10. Work Plan

(i) Methodology:

(ii) Time Schedule of Activities through BAR diagram

Action No.	***Activity/Milestone***	***1st year***	
		1-6 M	***6-12 M***
1			
2			
3			
4			
5			
6			
7			
8			

(iii) Suggested Plan of utilization of research outcome expected from the project Expertise

(iv) Summary of roles/responsibilities for all investigators:

S. No.	Name of the Investigator	Roles/Responsibilities

(v) Bibliography

11. List of facilities being extended by parent institution for the project implementation

(i) Infrastructural Facilities

(ii) Equipment available with the institute/group/department/other institute for the project

S. No	Infrastructure Facility	Yes/No/Not required (Full of sharing basis)

17. Scholarship

1. Introduction

(a) A scholarship is a form of financial aid awarded to provide financial assistance to the meritorious students belonging to economical weaker section to meet a part of their day-to-day expenses while pursuing their studies.

(b) Scholarships are awarded based upon various criteria, such as academic merit, category. athletic skill, and financial need etc.

(c) Eligible Student can apply for Post Matric Scholarship according to his/her choice such as:

National scholarship scheme

State scholarship scheme

PSU Scholarship for meritorious students &

Other organization's scholarship scheme

(d) **Different Scholarship schemes have different criteria for obtaining Scholarship.** So students are requested to go thoroughly through the Scholarship Schemes criteria subjecting whether he/she is fulfilling the required criteria or not.

(e) If Student is eligible for obtaining Scholarship then, First student has to apply for Post Matric Scholarship scheme within the time given by the available scholarship schemes.

(Step by step process for applying scholarship on NSPannexure-02).

(f) After Successful submission of Application on the portal, candidate has to submit the receipt of **Scholarship Form along with concerned document** for the signature of principal/Director on scholarship form.

(g) Academic Section will verify the all concerned data of the filled application along with the document attached and also fill the necessary data such as attendance etc.

(h) After verification scholarship form with all concerned document is forwarded for Director's signature through proper channel.

(i) After the signature of Director on the Scholarship form a copy of scholarship form is kept in B. E. Section and original is handed over to student for further process.

(j) Student will upload the concerned document to the scholarship portal.

2. Login for verification:

(a) After successful upload of documents by the students, in few days (as applicable) college has to verify the scholarship of the students on concerned Scholarship portal if there is approval request arrived on the portal.

(b) After verification on scholarship portal process at our (college) end is completed. If he/she will be eligible and fulfilling the criteria according to Scholarship scheme he/she will get the Scholarship.

18. Step by Step guidelines for filling up Scholarship form on National Scholarship Portal

Step 1: National Scholarship Portal Registration

1. All fresh users need to visit the Home Page of National Scholarship Portal to register.
2. Click on 'New Registration'.
3. A page of 'Guidelines for Registration on NSP' will open.
4. Go through the guidelines carefully.
5. Click on 'Continue' to proceed.
6. Fill in all required details.
7. Click on 'Register'.
8. You will receive a student application ID and password on your registered mobile number.

Step 2: Logging in with National Scholarship Portal

1. Click on the login button to start scholarship application.
2. Enter the application ID and password received on your registered number.

Step 3: Change the password (A compulsory step)

1. Upon successful login, you will receive an OTP on your registered mobile number.
2. Verify the OTP.
3. You will be directed to change the password page.
4. Change the password and continue.

Step 4: Enter the Dashboard & Complete the Application

1. Once the password is changed, you will be directed to the Applicant's Dashboard Page.
2. Click on 'Application Form' to start the application.
3. Fill in all registration details, academic details and basic details.
4. Click on 'Save & Continue'.
5. Add contact details, scheme details and upload necessary documents.
6. Click on 'Save as Draft' (To confirm if you have entered correct information)
7. Once confirmed, click on 'Final Submit' button.

***Note**: The applications finally submitted cannot be edited again. So, the applicants are advised to be double sure while clicking on final submit as no change of information will be entertained after final submission.*

19. Student's Feedback Mechanism

•Faculty Feedback is to taken at the end of every semester.

•Student Feedback for faculty (copy attached in format) is to taken at the end of every semester.

• Compiled Feedback report is to be submitted to Director at the end of every semester.

Format-01

Government of India.
Ministry of Home Affairs
National Fire Service College Nagpur

Student Feedback Form

Student Name: Roll No: Semester: Academic Year:

Sr. No	Description	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name	Faculty Name
		Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject
1	Has the Teacher covered entire Syllabus as prescribed by University/College/Board?								
2	Has the Teacher covered relevant topics beyond syllabus								
3	Effectiveness of Teacher in terms of:								
	(a)Technical content/course content								
	(b) Communication Skills								
	(c) Use of Teaching aids								
4	Pace on which contents were covered								
5	Motivation and inspiration for students to learn								
6	Support for the development of Students' skill								
	(i) Practical demonstration								
	(ii) Hands on training								
7	Clarity of expectations of students								
8	Feedback provided on Students' progress								
9	Willingness to offer help and advice to students.								
	Total (out of 45)								

Marking process:

Very Poor	Poor	Good	Very Good	Excellent
(1)	**(2)**	**(3)**	**(4)**	**(5)**

20. Students Attendance and Leaves

A. Students Attendance:

1. All the B. Tech (Fire Engineering) students are expected to be present for every lecture, tutorial, practical and fire ground classes scheduled for them. Attendance in all forms of classes should be 100%, which will be closely monitored during a semester.

2. Relaxation of maximum up to 25% in attendance is permissible to the students on account of medical problems, family problems or any other reason.

3. A student must have a minimum attendance of 75 % of the total number of classes including lectures, tutorials, and practical of a course (subject) during the term, in order to be eligible to appear for the respective examination in the course, failing which the student may be detained and may have to re-register for that semester in the following semester/year as per the Ordinance No. 2 of RTM Nagpur University.

4. Regular course of study means a minimum average attendance of 75% in all the courses computed by totalling the number of hours/ periods of lecture, tutorial, practical and project work as the case may be, held in every course as the denominator and the total number of hours/periods actually attended by the candidate in all the courses, as the numerator.

5. Students with below 75% attendance in any given semester shall not be allowed to fill the examination form or appear in the examination. A candidate, who could not satisfy the minimum attendance requirements in any semester, is not eligible to appear for the Semester End Examinations and shall have to repeat the same Semester.

6. Students who are awarded Scholarships or Free Studentships by the University or State Government must attend all periods without fail by securing minimum 75% attendance. If they are unable to attend them, on any day, they must send an application for leave countersigned by their local guardian and obtain permission.

7. The names of the students who have remained absent, for more than 25% of the actual classes held in a course will be intimated by the Academic Section on the last teaching day of respective examination, to the students in the class with intimation to the concerned, who will consolidate the list for all such students for all the courses and display it on the notice board of the department with an intimation to Director, declaring them not eligible to appear for the respective examination.

8. If a student is continuously absent in the class for more than one week without informing to the Academic Section, then the Academic Section shall immediately bring it to the notice of the Director, NFSC through concerned Officer Incharge.

9. Exemption in Attendance: Those students who have more than 75% attendance for the period other than their medical leave be considered for exemption in attendance provided their overall attendance in a course including the period of illness does not fall below 60%. Student is not allowed to appear for the internal examinations in case of less than 75% attendance in all together during the course.

10. The medical certificate produced by the student is from a government hospital. A student must apply for leave on medical grounds to Academic Section within three working days (both days inclusive) of the day of rejoining to the institute and such application shall be accompanied with a medical certificate from a registered medical practitioner and endorsed by parents or guardian.

11. Director may condone the attendance up to maximum 15% to meet the minimum attendance criterion of 75% only in exceptional cases viz. medical emergencies, deputation of students by college in official programs/activities like NCC/NSS camps, University level Sports or Extracurricular activities or any other University/College sponsored activities.

12. Students should produce the participation certificate countersigned by the concerned incharge in the case of sports activities and other extracurricular activities after completion of the event. The participation certificate thus produced shall be forwarded to the Director, NFSC with the due recommendation of the respective Officer In-charge.

13. Academic Section shall keep all records which led to Director's decision on attendance. Students securing less than 75% attendance will not be eligible for sitting in the terminal examinations/internal practical/end semester examinations.

14. The respective subject teacher may forward the attendance of theory and practical by 3rd of every month to the Academic Section who in turn will compile the attendance for the whole subject teachers and forward the same to the Director, NFSC through Officer incharge on/before 7th of every month. After approval of Director, the attendance particulars shall be displayed on the Student Information Board.

B. Biometric Alternance

- Ensuring of Bio-metric attendance of all students all academic working days for the below mentioned places

i) Class room – Morning at 10 am , Evening at 5 pm (for both Theory and Practical lab classes)

ii) Fire Station : Attendance to be marked during Fire Ground Operations practical

iii) Hostel : Night roll call

- Biometric attendance details are monitored on day to day basis and reports are monitored by MTS/LDC of the Academic section (for theory and practical session). Academic Section Incharge need to assign MTS/ LDC for this task and ensure Biometric attendance implementation in NFSS.
- Academic section Incharge need to ensure collection of attendance data from Hostel and Fire Ground Operations.
- Hostel Officer/ warden need to ensure marking of attendance during night roll call.
- Demonstration officer Incharge / section Incharge need to ensure marking of attendance during Fire Ground Operations Practical.
- Weekly and monthly attendance reports to be submitted to Director through Academic Officer Incharge**.**

B. Student Leaves:

1. A student leave shall be sanctioned only the person should have a minimum attendance of 80% of the total number of classes including lectures, tutorials and practical of all courses (subjects) during the term, in order to be eligible to avail the leave, failing which the student application shall be denied to avail the leave.

2. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind subject to a maximum of 10 days during the entire duration of course. Saturdays, Sundays, and other Holidays by NFSC may be prefixed as well as suffixed to leave, subject to 10 days limit of absence on leave prescribed.

3. No student shall be granted leave of any kind for a continuous period exceeding 10 days. A student who remains absent for a continuous period exceeding 10 days whether with or without leave, shall be deemed to have disciplinary action. Except with the permission of the concerned authority, who granted leave, no student of the course on leave may return before the expiry of the period of leave granted to him/her. Any Student remaining unauthorized absent for more than 10 days of leave shall be entitled to disciplinary action.

4. Applications for leave shall be addressed to the Director, NFSC through the Academic Section. Leave may be sanctioned by a Class incharge with the approval of the Director, NFSC. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. Absence from NFSC after expiry of leave entails disciplinary action. Absence without leave will constitute an interruption in course duration leading to termination.

5. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which his/her Academics are resumed.

6. Student who has been granted leave on medical ground is required to produce a medical certificate of fitness before resuming the Academics and leave sanctioning authority may secure second medical opinion, if considered necessary.

7. A student on leave should not take up any other course or employment elsewhere without obtaining prior sanction of the Director, NFSC.

21. Issuance of Student Gate Pass

Academic period

- Generally during academic session Monday-Friday (10 am- 5 pm) students shall not permitted to go outside for any reasons
- In case of Emergency and medical reasons, Students may get a Gate pass in the Prescribed format from Academic Section for the approval of Director, NFSC.

Weekend period and off-Academic Hours:

- During week end and off-academic period, the permission may be obtained from Hostel Authority for issuance of Gate Pass.

Leave

- During academic sessions, the student would like to avail any leave as per the rules, the application shall be forwarded through Hostel Section to the Academic Section for the formal approval of the Director, NFSC.

``Course completion period

- During Course completion during semester end Gate Pass may be issued by the Hostel Authority

Application for leave

Date:-

To

The Director
National Fire Service College
Nagpur 440013

Reason (in detail):

……

……..

Sir,

Kindly grant me the following leave:-

Leave from	To	Total No. of days
DD / MM / YYYY	DD / MM / YYYY	

Departure from hostel at …….. hrs on ___/___ / 20___

Note : It is responsibility of Students to maintain required percentage as per RTM Nagpur University Rules.

Yours faithfully
Student Name and Roll No :
Batch/ Year/ Sem:-
Mobile No.:-

Applicant **Syndicate** **Hostel Warden**

Section i/c **Officer i/c** **Director**

NATIONAL FIRE SERVICE COLLEGE
TAKLI FEEDER ROAD, RAJNAGAR, NAGPUR – 440 013
GATE PASS FOR STUDENTS
(Hostel Copy)

Date

Name of the Student _____

Year/ Semester _____

Roll No. /_____ **Mobile No.** _____

Address during vacation _____

Reason _____

Duration (From/ to) _____

Section i/c

NATIONAL FIRE SERVICE COLLEGE
TAKLI FEEDER ROAD, RAJNAGAR, NAGPUR – 440 013
GATE PASS FOR STUDENTS
(Gate Copy)

Date

Name of the Student _____

Year/ Semester _____

Roll No. /_____ **Mobile No.** _____

Address during vacation _____

Reason _____

Duration (From/ to) _____

Section i/c

21. Issuance of Student Gate Pass

Academic period

- Generally during academic session Monday-Friday (10 am- 5 pm) students shall not permitted to go outside for any reasons
- In case of Emergency and medical reasons, Students may get a Gate pass in the Prescribed format from Academic Section for the approval of Director, NFSC.

Weekend period and off-Academic Hours:

- During week end and off-academic period, the permission may be obtained from Hostel Authority for issuance of Gate Pass.

Leave

- During academic sessions, the student would like to avail any leave as per the rules, the application shall be forwarded through Hostel Section to the Academic Section for the formal approval of the Director, NFSC.

``Course completion period

- During Course completion during semester end Gate Pass may be issued by the Hostel Authority

Application for leave

Date:-

To
The Director
National Fire Service College
Nagpur 440013

Reason (in detail):

……

……..

Sir,

Kindly grant me the following leave:-

Leave from	To	Total No. of days
DD / MM / YYYY	DD / MM / YYYY	

Departure from hostel at …….. hrs on ___/___ / 20___

Note : It is responsibility of Students to maintain required percentage as per RTM Nagpur University Rules.

Yours faithfully
Student Name:-
Batch/ Year/ Sem:-
Roll No.:-
Mobile No.:-

Applicant **Syndicate** **Hostel Warden**

Section i/c **Officer i/c** **Director**

NATIONAL FIRE SERVICE COLLEGE
TAKLI FEEDER ROAD, RAJNAGAR, NAGPUR – 440 013
GATE PASS FOR STUDENTS
(Hostel Warden Copy)

Date

Name of the Student _____

Year/ Semester _____

Roll No. /_____ **Mobile No.** _____

Address during vacation _____

Reason _____

Duration (From/ to) _____

Section i/c

NATIONAL FIRE SERVICE COLLEGE
TAKLI FEEDER ROAD, RAJNAGAR, NAGPUR – 440 013
GATE PASS FOR STUDENTS
(Gate Copy)

Date

Name of the Student _____

Year/ Semester _____

Roll No. /_____ **Mobile No.** _____

Address during vacation _____

Reason _____

Duration (From/ to) _____

22. Internship

1. Objectives:

(a) Exposure to students to the industrial environment, which cannot be provided in the classroom and hence creating deployable professionals for the industry.
(b) Learn to implement the Technical knowledge in real industrial situations.
(c) To learn various processes materials, products and their applications along with relevant aspects of quality control.
(d) Understand the psychology of the workers and their habits, attitudes and approach to problem solving

2. Internship Duration:
(a) Internship of 3 to 4 week after 3 rd, 4 th, 5 th, 6 th, and 7 th semester during the leave period after the Examinations during winter or summer vacation period.
(b) After the Semester, students are required to be involved in Inter/ Intra Institutional
Activities viz, Training with higher Institutions like soft skill training etc.,
(c) Students may choose to undergo Internship/Innovation/Entrepreneurship related activities.
(d) Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's! Government organizations/ Micro/ Small/Medium enterprises to make themselves ready for the industry.

3. Internship Guidelines:
Step. 1. Students request letter/application along with profile/ interest areas may be submitted to Training & Placement cell of through class teacher
Step 2. Letter forwarded to concerned Industry/Organisation.
Step.3. Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through class teacher. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell/Faculty members who are particularly looking after the Final/Summer Internship of the students.
Step 4. Students on joining Training at the concerned Industry/Organization, submit the Joining Report Letters/Email to Class teaches/ Internship co-ordinator

Step 5. Students undergo industrial training at the concerned Industry/Organization In
between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO with the consent of Industry persons/Trainers (Sample Attached)
Step 6.Students will submit training report after completion of internship.
Step 7. Training Certificate to be obtained from industry.
Step 8. List of students who have completed their internship successfully recorded by TPO and copy to be forwarded to IQAC and BE section for record purpose.

4 Internship Report:
(a) After completion of Internship, the student should prepare a report to indicate what
He/she has observed and learnt in the training period.
(b) The student may contact Industrial Supervisor /Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics.
c) Daily diary will also help to a great extent in writing the industrial report since much
of the information has already been incorporated by the student into the daily diary.
(d) The training report should be signed by the Internship Supervisor & Faculty Mentor.
(e) The Internship report will be evaluated on the basis of following criteria:

i. Originality.
ii. Adequacy and purposeful write-up
iii. Organization, format, drawings, sketches, style, language etc.
iv. Variety and relevance of learning experience.
v. Practical applications, relationships with basic theory and concepts taught in the course

Annex-I: Application for Internship

Annex-II: Internship report

Annex III: Format for Internship Completion Certificate

Format-02

Format for Internship Completion Certificate
(On company letterhead)

To whomsoever it may concern Dear Sir/Madam

Mr/Ms_____student of ----------
college

Studying in_____ semester in the department_____during the year

20___ -20__, has completed his/her internship / training with_____

(Company name).

He /She was working with us from_____ (Start date) to_____(End date) with total_____ equivalent weeks of work during his/her internship tenure. He/she was working in the area of_____.

We found him/her to be very sincere and wish all the best for future endeavors.

Date: _____

Place: _____

Stamp & Signature of concerned
Authority

Format-03

Application Form For Internship

Name of Student :
Father's Name :
Roll No :
Session :
Year :
Semester :
Contact Number :
Parents Contact Number :
Place of Internship: (Fall address with Pin Code)

Duration:

Letter to be sent to Which Authority:
(In Full Details along with designation)

Whether It is 1 Internship: (Yes/No) (if no then mention all previous Internship Place/ Duration/Date)

Sr.No.	Name of Student	Place of Internship (With Date and Company Name)
1		
2		
3		
4		
5		

Name of Students who are going in same company along with above mentioned student. (With Roll Number and contact number of students and their parents) (Compulsory)

Sr.No.	Name of Student	Roll No.	Contact No.	Parents Contact No.
1				
2				
3				
4				
5				

(Signature of Student)

Name of Students who are going in same company along with above mentioned student.
(With Roll Number and contact number of students and their parents) (Compulsory)

Sr.No.	Name of Student	Roll No	Contact No.	Parents Contact No

(Signature of Student)

23. Internal Quality Assurance Cell (IQAC)

1. Purpose of the IQAC:

The purpose of this IQAC is to provide information on section work of B. Tech (Fire Engineering) along with the roles and responsibilities of different persons involved in IQAC section.

2. IQAC Section:

- Committee consists of supporting staff, section in-charge, and officer in-charge for conduction of work under IQAC.
- Function of Officer in-charge: Overall supervision and monitoring of Work and activities comes under IQAC section as per guidelines issued by the Director, and RTMNU Nagpur.And to maintain all the User ID's and Passwords of the IQAC section.
- Function of section In-charge: Section in-charge responsible for the maintenance of records of the activities completed under the IQAC. He will be also look after the Institutional data input over the sites of RTMNU/AICTE/NIRF etc when required.
- Function of the supporting Staff: supporting staff member will be responsible for movement of files of IQAC to and from the concerned authority.

3. Introduction of IQAC

The basic purpose of establishment of IQAC as a post accreditation quality sustenance measure is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to assure all the stake holders about the quality and capacity building programs provided in the institution. Quality enhancement is a continuous process to channelize the efforts and the imitations of the institution towards academic excellence. It is a process of internalization and institutionalization of quality enhancement programs and practices either emulated from others or devised through ingenuity. It is a quality nurturing activity rather than controlling its success depends upon the sense of belongingness and participation it can inculcate all the constituents of the institution it is a facilitative and participative unit of institution it should see as a vehicle for ushering in quality and excellence by working out intervention strategies to remove deficiencies and enhance quality.

4. Purpose of Internal Quality Assurance Cells (IQACs).

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". The IQAC is meant for planning, guiding and

monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence.

5. Functions of IQAC:

Internal Quality Assurance Cell, the Institute has developed several quality assurance mechanisms within the existing academic and administrative system. These are as follows:

- From the beginning the main objective of the cell is to plan and implement quality initiatives and evaluate. It follows its calendar for meetings, quality agenda and maintains its proceedings.
- It circulates its plan and takes steps for implementation.
- It supports to conduct workshops, awareness programs, special lectures on quality innovations, Curricular, Teaching-Learning & Evaluation, Research oriented seminars etc.
- It coordinates with all stakeholders for their opinions and advices for quality sustenance and quality improvement.
- Dissemination of information on various quality parameters of higher education.
- It Plans and Supports effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.
- It organizes and prepares data for all peer team which will visit
- Documentation of the various programs/activities leading to quality improvement.
- It has and is continuously working for Development of Quality Culture in the institution.

6. NIRF: (National Institutional Ranking Framework)

The National Institutional Ranking Framework (NIRF) was approved by the MHRD and launched by Honorable Minister of Human Resource Development on 29th September 2015.

This framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover “Teaching, Learning and Resources,” “Research and Professional Practices,” “Graduation Outcomes,” “Outreach and Inclusivity,” and “Perception”.

Here needs to provide the Institutional data of student's intake, number of pass out students, student's placement data once in each year to find our Institutional Rank by NIRF. The data is collected from all the sections of the Institute through the circular and collected data is verified and approved from the Director before submission on the NIRF site.

7. AISHE: (All India Survey on Higher Education)

All India Survey on Higher Education (AISHE) was established by the Ministry of Human Resource Development for conducting an annual web-based survey, thereby portraying the status of higher education in the country. The survey is conducted for all educational institutions in India on many categories like teachers, student enrolment, programmes, examination results, education finance, and infrastructure. This survey is used to make informed policy decisions and research for the development of education sector.

There are two objectives for this survey

I. Identify all the Institutions of higher learning in the country
II. Collect data from all the higher institutions on various aspects of Higher education

Collection of data is done under the following categories through the circular:

- Institution's Basic Details
- Teacher's Details
- Details of Non-Teaching Staff
- Program conducted under various Faculties/Schools & Departments/Centers
- Students enrolled in these programs
- Examination result of the terminal year of each Program
- Financial Information such as Receipt and Expenditure under various heads
- Availability of Infrastructure
- Scholarships, Loans & Accreditation

The collected data is verified and approved from the Director before submission on the site.

8. AICTE: (All India Council for Technical Education)

All India Council for Technical Education (AICTE) was set up in November 1945 as a national-level apex advisory body to conduct a survey on the facilities available for technical education and to promote development in the country in a coordinated and integrated manner. And to ensure the same, as stipulated in the National Policy of Education (1986), AICTE was vested with:

- Statutory authority for planning, formulation, and maintenance of norms & standards
- Quality assurance through accreditation
- Funding in priority areas, monitoring, and evaluation
- Maintaining parity of certification & awards
- The management of technical education in the country

Here, Institute needs to provide the asked institutional data by AICTE, which can be collected from all the sections of the Institute by means of circular. The collected data is verified and approved from the Director before submission on the AICTE Site. Then, apply for the Extension of Approval to conduct the same course, every year.

9. DUCD (Department of University and College Development)

Department of University and College Development is an academic core unit of the university established as per the Maharashtra University Act 1994. The Department of Higher Education, MoE, is responsible for the overall development of the basic infrastructure of Higher Education sector, both in terms of policy and planning. Under a planned development process, the Department looks after expansion of access and qualitative improvement in the Higher Education, through world class Universities, Colleges and other Institutions. The department of University and college development has setup the following goals to be achieved in a focused manner:

- To revise syllabus of the all courses.
- To make the courses internationally competitive, application-oriented with Vocational Bias.
- To enable teachers at University and college level by creating opportunities to undertake research and provide suitable funding for the same.
- To establish liason with nationally and internationally reputed conductive educational organization.
- To create learning atmosphere for Indian and foreign students.

The list of activities under this section is as follows:

- To apply for extension for affiliation from the university.
- To support the Research projects of the students.
- To revise the syllabus of the course conducted after every 5 year.

24. Laboratory section

1 Purpose:

The purpose is to provide guidelines for the establishment of the Laboratory by the concerned Laboratory In-charge/Laboratory Technician/Lab Assistant whenever there is a modification in the syllabus as per university guidelines.

1.1 For purchasing the new equipment

1.1.1 Prior to the start of the courses, identify the requirements according to the syllabus/curriculum.

1.1.2 Listing out the different types of furniture requirement, electrical requirement, Lab equipment, Consumables, etc.

1.1.3 Preparing specifications for required equipment by the Faculty/Lab In-charge/Laboratory Technician/Lab Assistant and submit the demand to the Director for getting Administrative Approval and Financial Sanction.

1.2 For existing equipment's

1.2.1 Faculty/Lab In-charge/Laboratory Technician/Lab Assistant shall check the functionality and safety measures associated with the existing equipment and place the equipment's in the Laboratory properly in ready to use conditions for the students.

1.2.2 In case of any updating /repair / maintenance of the certain equipment, the Lab In-charge shall follow the office procedure.

1.2.3 The list of raw materials required for the Laboratory shall be submitted to the Stores along with the details of expenditure.

2 Preparation/Updating of Lab manuals

Details of Activities:

2.1 Number of experiments to be carried out as per the university guidelines.

2.2 Prior to the start of the course, experiments are identified as per the curriculum.

2.3 Lab practical shall be carried out as per time table prepared by concerned faculty.

2.4 Select the flow diagrams/pictures, design to include in the Lab manual.

2.5 The Lab manual shall include Aim, Apparatus & Chemicals required, theory, Procedure of the experiment, observation table, Calculations, result and Precautions.

2.6 Model graphs if any.

2.7 Space should be provided for practical calculations.

2.8 Provide graph sheets if required for presenting the practical reading.

2.9 Provide space for comparative study of theoretical and practical results.

2.10 Summary of Results, References, and any remarks of the faculty.

2.11 Instructions regarding precautions to be taken while performing the experiment.

2.12 Lab records should be checked by concerned faculty regularly after completion of the experiments.

2.13 After completion of the semester, the records should be maintained by Lab-in-charge/ Lab. Technician for at least five years.

2.14 For new equipment, lab manual should be prepared by the concerned faculty.

3 Maintaining equipment in Laboratories:

Details of Activities:

Regular maintenance Check the essentials like connecting cables, oiling/greasing if required, cracks in glass equipment's and performance of the equipment's etc, daily, by Technician and repair them as and when required.

Lab in-charge should insure that all equipment's well labeled and the list of experiments to be carried out in the lab should be displayed on the chart.

The dusting of equipment and the working area should be carried out on a regular basis.

3.1.1 Check the working condition of equipment in the presence of faculty / Lab-in charge of the corresponding lab in each laboratory by lab Technician at the end of semester exams.

3.1.2 The working condition of equipment should be routinely checked.

3.1.3 Storage of the chemicals and other raw materials should be according to properties.

3.1.4 Check the working condition of equipment in the presence of faculty / Lab-in charge of the corresponding lab in each laboratory by lab Technician at the end of semester exams.

3.1.5 The working condition of equipment should be routinely checked.

3.1.6 Storage of the chemicals and other raw materials should be according to properties.

3.2 In case of failure of the equipment's:

3.2.1 As and when the equipment fails the equipment is repaired at the earliest by the laboratory Technician/ lab assistant/ staff by calling the Service Engineer.

3.2.2 The equipment with minor repairs is serviced by lab technicians in the lab itself. The equipment which is not working is listed out.

3.2.3 With the permission of the Director the authorized service engineer is contacted for

the major repairs, through the purchase section.

3.2.4 After getting the estimation of the service charge, approval is taken from the Director, the service engineer is called and the equipment is repaired.

3.2.5 If it is not possible to repair it in the institute, then the equipment is sent to the service organization for repair.

3.2.6 The equipment that is sent outside for repairs should be recorded in a register and equipment is to be issued based on the gate pass.

3.2.7 Equipment is once again checked before the commencement of each semester.

4 Records to be maintained in the Laboratory:

All Respective Lab-in-charge / Lab assistants shall be responsible for maintaining the following records

- DSR (Dead Stock Register)
- Service reports
- Issue Register
- Breakage register
- Lab manual
- Warranty card/ warranty receipt report

5 Semester End Examinations:

5.1 Lab-in-charge/ Lab. Technician need to prepare the Laboratory well before the examination to smoothly conduction of the exam.

5.2 For each practical course the semester end examination shall be conducted as per the RTMNU Nagpur university guidelines.

5.3 Viva-vice Examination in practical examination shall be conducted by one internal examiner and one external examiner appointed by the Director, as per the university guidelines.

6 General Safety measures: All employees and students should follow these basic rules at all times in the laboratory:

6.1 First aid kit is to be maintained at the important places of lab.

6.2 In case of fire mishaps fire extinguishers are located next left to the main exit door as per Coe of Practice IS: 2190-2010.

6.3 Fire exit plan are displayed in corridors.

6.4 Appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required.

6.5 First aid kit is to be maintained at the important places of lab.

In case of fire mishaps fire extinguishers are located next left to the main exit door as per Coe of Practice IS: 2190-2010.

6.6 Fire exit plan are displayed in corridors.

6.7 Appropriate protective clothing (aprons, gloves) should be worn wherever and whenever required.

6.8 Approved safety spectacles, goggles or safety shields must be worn wherever required.

6.9 Fasten loose clothing and tie back long hair.

6.10 Safety shoes should be worn at all times so that they offer protection from corrosive or hot liquids and might save from potential sources of injury.

6.11 Do & don't rules that are appropriate to the particular Laboratory should be written and displayed in the Labs.

6.12 Storage, disposal of waste toxicity, flammability, and other properties of hazardous chemicals and risks involving processes may be written on the notice board of the lab for safety.

6.13 Segregation and defined place of different processes in a lab.

6.14 It is prudent to minimize all chemical exposure. This can be accomplished by first carefully planning experiments to minimize the risk of exposure and to limit use of especially hazardous chemicals. Chemical exposure can occur through several different routes: inhalation (vapors, dust), contact with skin or eyes, ingestion, and injection.

6.15 Never work with chemicals alone in the laboratory or chemical storage area.

6.16 When working with flammable chemicals, be certain that there are no sources of ignition near enough to cause a fire or explosion in the event of a vapor release or spill.

6.17 Know the hazards of the chemical you are working with as determined by a MSDS (Material Safety Data Sheet) or other appropriate reference. (See section 14- How to Interpret MSDS)

6.18 Know what appropriate safeguards, including personal protective equipment, the chemical requires.

6.19 Know the location and proper use of emergency equipment.

6.20 Know how and where to properly store the chemical.

6.21 Know the proper method of transporting chemicals within the facility.

6.22 Know the appropriate procedures for emergencies, including evacuation routes, spill cleanup procedures, and proper waste disposal.

6.23 No horseplay in the lab; avoid distracting or startling other workers.

6.24 No eating, smoking, drinking or applying cosmetics in the laboratory.

6.25 Do not store food in chemical storage refrigerators.

6.26 Wash promptly with soap whenever a chemical has contacted the skin.

6.27 Avoid inhalation of chemicals.

6.28 Do not use mouth suction to pipette anything.

6.29 Keep your work area clean and uncluttered.

6.30 Wash well with soap and water before leaving the laboratory; do not wash with solvents.

7 House Keeping:

Lab. attendant/technician/staff should ensure the following matter:

7.1 There should be a proper seating arrangements for students inside the lab.

7.2 The floors should always be kept clean and dry.

7.3 Turn off all the equipment in use and extinguish flames before leaving the laboratory.

7.4 Waste should be disposed of properly.

8 Issue of equipment to the student:

8.1 If any equipment/ apparatus is issued by students for their project work then their cards should be kept for the record after duly entering them in the issue register.

8.2 In case of breakage/failure of issued equipment/apparatus, the respective student will be responsible and he will need to pay a fine for the same.

9 Guidelines for the students inside the Laboratory: Students should have to come in the Lab on given Lab timings as per the time table.

9.1 No students are allowed to carry the Lab equipment/apparatus outside of the Lab prior to permission of the Lab-in-charge/faculty.

9.2 If any equipment/apparatus fails/breaks by the student, he will need to pay a fine for the same.

9.3 If anything gets stolen from the lab, the whole batch should have to take responsibility and need to pay a fine for the same.

9.4 Proper discipline needs to be maintained in the laboratory for smooth functioning of the Lab.

25. Library section

The NFSC Library is proud of having one of the best libraries in the field of fire and safety. It houses thousands of books and continues to grow dynamically with the latest updates. The NFSC library is rich in its collection with 4923 titles and 12320 volumes, 565 project reports, 314 bound journals, Indian Standards, British standards, reading room capacity 80. Besides technical books, it contains National and International journals from many organizations. The library not only has sufficient number of copies of General Encyclopedias but it also has a vast collection of Encyclopedias on Health, Safety and Environment. It has rapidly evolved as an excellent knowledge and for the students and teachers of the college.

Objective:-

1. Identify, acquire, organize and provide access to relevant resources and recorded knowledge to support teaching, learning, research and creative activities.
2. Provide library services and resources in different formats that meet our patrons' needs.
3. Maintain a current well-balanced collection of information and knowledge resources.
4. Educate patrons about the services and resources in the library.
5. Create a culture and ambience that is conductive to study at all levels.

Facilities: -

Sr. No.	Facilities
1	Floor Space 2312.25 sq m
2	Wi-Fi
3	Reading room capacity 80
4	Library stacks 79
5	Water cooler on ground floor
6	Multimedia room
7	Toilets on each floor

Library Working Hours:

1. Library will be open from Monday to Saturday
2. Library circulation timing (Students/faculty) : 11:30am-1.30 pm and 3:30pm – 6:30pm
   Reading Room timing : 11am to 7pm

   Library remains closed on Sundays and Government holidays

Admission to the Library:

1. Students/trainees should enter in library facility with proper uniform. No casual wear are allowed.
2. Before entering the Library a visitor shall be required to write his/her roll no. and signature, timing in the "Visitors Register" provided at the security counter.
3. While entering the library, users have to keep all the belongings outside the reading room and the authority will not be responsible for any loss.
4. Bags, Big handbags, Raincoats, Jerkin and Casual wears are strictly prohibited inside the Library.
5. Textbooks, printed materials and issued books are not allowed to be taken inside the library,
6. Students/trainees will remain under CCTV surveillance in library.

Library Membership

1. For becoming the members of the library the staff and students/trainees have to fill the library form (Annexure-I) with the details and get it signed by the OIC Library. Validity of the library card for B.E. students is 4 years.

2. For becoming the members of the library visiting faculty/contractual staff have to fill the library form (Annexure-II) with the details and get it signed by the Director and submit to Library along with appointment letter. When the contract ends, it is necessary to obtain NOC from the Library.

3. All the students of the college become members in the library after their enrolment into the course offered by the college.

4. Based on the approval of the Authority library cards are issued to the staff and students/trainees.

5. When the library user leaving the college has to surrender the Library Card.

Procedure for enrolment and privileges of the members:

All the staff and students are eligible as member of the Library by signing a membership registration form. The following shall be imposed on issue of books to and individual for use:

Category		No. of books	Renewal
Faculty Members (Regular)		10	90 days
Faculty Members (Contractual)		05	90 days
Visiting Faculty		02	30 days
Lab Assistant		05	30 days
Non-Teaching staff		05	15 days
B.E. Students	1st - 3rd year	03	15 days
	4th Year	04	15 days
S.O./S.T.O/other professional courses		03	15 days
D.O Trainee		04	15 days

General Rules

1. For availing library facility, student/trainees should be in proper uniform
2. Library users will not be allowed to avail library facility without Library card and valid ID card (including faculty/staff). The borrower card/reader's Pass Book is not transferable.
3. Each member shall be provide for borrowing books to Issue/Return, Members are required to be present in person (including faculty/staff) with library card.
4. Reference books, Magazines, Journals must be referred in the Library only. These books can be issued on submission of valid ID card at the issue counter only for reference and are not allowed to take them outside the library otherwise a fine of Rs. 50/- will be charged per day per book.
5. If the faculty/staff wants the book, they should come and get the book from the library during issue-return time.
6. Unauthorized removal of books or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict action and or fine.
7. Students/ trainees indulging unhealthy practices such as stealing Library documents, tearing or damaging the documents will be severely punished. They will be debarred from use of library facility for six months and shall be fined Rs. 2000/- apart from recovery of actual purchase cost of book with 25% extra.
8. Writing or underling in a book or tampering with a book in any manner is strictly prohibited.
9. Under special circumstances, the Librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
10. The borrower will be held responsible for any loss or damage or piracy.
11. For loss of Library Books, user has to replace with a brand new book with the same Title and Edition or to remit 25% extra with the original purchase cost of the book. If the Book lost belongs to a set of Multi volume books, the cost of the entire set of volumes will be recovered from the borrower and his/her library card will be forfeited immediately.
12. The Librarian may recall any book from any member at any time ant the member shall return the same immediately.
13. All books without any exemption shall be returned for the annual stock verification.
14. RFID Tags have been pasted in the Books. If the Tag is found torn or damaged when used by the borrower, a token fine of Rs. 500/- will be charged for the same.
15. Students/trainees should take care of cleanliness of the Library.
16. Students/trainees will only read the newspapers on the newspaper reading stand.
17. Students/trainees should not disturb the arrangements of the Library furniture.
18. Students/trainees should maintain peace in the library and should not disturb other readers in the library otherwise library facility will be withdrawn.

19. Students/trainees shall return all the borrowed books before going to vacation/leave/outstation duty.
20. Use of Mobile phones is strictly prohibited in Library.
21. No discussion permitted inside the library.
22. Outsiders are not allowed in the library without the permission of the concerned authority.
23. Any student/trainee found violating the copyright issue will be subjected to legal action as per law. No exemption in any form will be allowed.

Return and Overdue:

3. Book must be returned on or before the due date otherwise a library fine for overdue document be levied per book of Rs. 5/- per day.
4. The maximum limit for fine per book is Rs 1500/-. There after fine stops accumulating.
5. At the time of deposition of the late fine you must collect receipt for the payment from Account Section and submitted to the library.
6. Absence and illness are not acceptable excuses for exemption from paying overdue charges.
7. If the Due Date falls on holiday declare by college, then students may return their books on the next working day.
8. Books will be reissued once.
9. The book which is lost by the borrower need to be reported (overdue fine may stops here) and replaced with recent edition of the same and if the book is not available in the market, one has to pay 10 times of the original cost of book along with 10 % as negligence charges.
10. If the book lost belongs to a set of multi-volume books, the cost of the entire set of volumes will be recovered from the borrower.
11. A member should obtain "No Dues Certificate" from the Library after surrendering all books with him/her and paying outstanding dues, if any, at the end of every semester examination.
12. Students/trainees habitual of late returning (more than 3 times) after due date will not be issued any book for next three months. His/her library card will be forfeited. Reissue of library card will cost Rs. 2000/-.
13. In case of loss/damage of Library Card a fine of Rs.100/- will be charged and duplicate card will be issued.

Reprographic Facility:

1. For getting photocopies of library documents, Rs. 1/- and Rs. 2/- for scanning of documents will be charged per page for the Students/trainees. Payment will be collected through SBI Collect. One must collect receipt for the payment from Account Section and submitted to the library.
2. The specific purpose for which copies are required should invariably be mentioned.
3. Users are responsible for complying with the copyright act while photocopying library documents.
4. Photocopy of entire book is not at all permitted.
5. Photography of certain chapter or pages of books may be permitted that too only for personal reference and not for any commercial purpose.

Purchasing in Library

All library purchases must be made through the Store and Purchase section.

- **Books: -** As per AICTE Approval Process Handbook 2022-23, appendix 5.3, 50 titles and 250 volumes to be added every year. Circular will be put up to all the faculty. After receipt of the requirement, it will be scrutinized and will be forwarded to get administrative approval from the Director and forwarded to Store and Purchase section, for further action.
- **Journals: -** As per AICTE Approval Process Handbook 2022-23, appendix 10, subscription to 06 National journals is essential. Subscription to International journals is desirable. Circular will be put up to the entire faculty for selection of journals. After receipt of the requirement, it will be scrutinized and will be forwarded to get administrative approval from the Director and forwarded to Store and Purchase section, for further action.
- **Magazines/Periodicals and Newspapers: -** A committee had been formed for selection of Magazines/Periodicals and Newspapers by the competent authority, committee suggested 09 Magazines/Periodicals and 11 Newspapers. List of Magazines/Periodicals and Newspapers has been submitted to Store and Purchase section for further action.
- **DELNET: - The c**ollege has subscribed to DELNET on annual basis. Membership period of the college is 16 Feb. 2022 to 15 Feb. 2023. Receipt copy of DELNET subscription has to be submitted to AICTE Portal.
- **National Digital Library: -** The NDLI is the largest online library in the country especially for academic purposes. As per AICTE Approval Process Handbook 2022-23, appendix 5.3, NDL membership for faculty and students is highly desirable. College has got NDL registration number and created NDL Club.
- **Other Purchase: -** List of library requirements will be forwarded to Store and Purchase section for further action.

Annual Stock Verification

1. As per GFR Rule 215, complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.
2. As per GFR Rule 215, loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
3. A committee will be formed by the Director to carry out the task.

Maintenance of Library Management Software

1. The library has purchased the Softlib library management software and has been installed in issue-return computer in Library.
2. Software maintenance will be carried out through External agency.

Format-04

Govt. of India
Ministry of Home Affairs
National Fire Service College

Trainee Officers/Student

Name : _____

Sex: _____ **Blood Group :** _____ **Date of Birth :** _____

Email ID : _____ **Roll No. :** _____

Mark of ID : _____

Permanent Address : _____

_____

Mob. No : _____ **Sign. of Trainee Officer/Student :** _____

Sign. of OIC Lib.: _____

Format-05

Govt. of India
Ministry of Home Affairs
National Fire Service College

Faculty/Staff

Name : _____

Sex: _____ **Blood Group :** _____ **Date of Birth :** _____

Email ID : _____ **Designation:** _____

Mark of ID : _____

Local Address: _____
_____

Permanent Address : _____
_____

Mob. No : _____

Sign. of the staff : _____ **Sign. of the Director:** _____

26. Examination section

PURPOSE

The purpose is to provide information on conduction of National Fire Service College (NFSC) and RTM Nagpur University Examinations for B. Tech (Fire Engineering) along with the roles and responsibilities of different personnel involved in conducting Internal and External Examinations. This will ensure uniform, consistent and unbiased approach in conducting Examinations across all Semesters.

INFRASTRUCTURE OF EXAMINATION WING

The examination section is in Academic Building on First floor and treated as a confidential room. Consist of Computer, Printer with Xerox machine and necessary items which is required to conduct examination.

EXAM COMMITTEE: -

Committee consist of Exam in-charge, Section in-charge, and Supporting Staff for conduction of Examinations nominated by the Director, NFSC.

FUNCTIONS OF EXAMINATION IN-CHARGE: -

- Smooth conduction of College and University examination.
- Overall monitoring and supervision of examination activities for the smooth conduction of internal as well as external examination as per the rules of NFSC and RTM Nagpur University, Nagpur.

FUNCTIONS OF EXAM SECTION IN-CHARGE: -

- Section In-charge responsible for the conduction of Internal College Examination and University examinations, the processes associated with examinations, such as question paper preparation, scheduling of examinations, evaluation, and submission of internal and external marks to University as per guidelines of RTMNU, Nagpur.
- Section In-charge shall have direct control over all sections of examination wing - computer section, printing section, stores & records, strong room and office section. He/she also shall ensure confidentiality.
- Section In-charge shall maintain the records regarding malpractice by candidates and submit them to the Director.
- Section In-charge shall arrange for the payment of remunerations and allowances (TA, DA, etc.) to question paper setters and examiners as per RTMNU Guidelines.

1. PROCEDURES FOR TERMINAL COLLEGE EXAMINATIONS.

- Section In-charge will conduct Terminal examination 1 and 2 with the permission of Director, as per the Academic Calendar.
- Terminal examination-1 will be conducted on two units of syllabus within 40days of commencement of classes.
- Terminal examination-2 will be conducted for remaining three units and shall be conducted after 30days of Terminal-1 Examination before end of Session as per guidelines of RTMNU.
- Respective subject teacher will submit question paper to examination section one week before the Examination Scheduled.
- Examination section will hand over the answer scripts to the concerned subject teacher on same day or next day of examination.
- The subject teacher will evaluate answer scripts and show the answer scripts to all students for any discrepancy.
- The subject teacher shall submit their subject marks along with answer scripts within the 7 days of end of examination.
- Exam section will display mark of students in notice boards within 2 weeks of Terminal Examinations.
- Exam section preserve this mark sheet for Internal Marks submission.
- If student is unable to attend the examination due to medical issue or any urgent/emergency issue, She/he shall intimate to exam section before conduction of examination.
- Director will take decision regarding re-examination of those student who is absent in terminal/internal examination.

DUTIES OF INVIGILATORS

- An Invigilator shall report himself/herself on duty 15 minutes before the commencement of the examination at the Venue.
- He/She shall remain in the Examination Hall during the time allotted for each session and shall not leave the hall.
- Invigilators are expected to perform duty of distribution of Question Papers, answer books etc. to the candidates and collection of answer books from the candidate at the end of Examination.
- The invigilator shall ensure marking of attendance in the respective examination room and submit to exam section after completion of paper.
- During the conduct of Examination, the invigilators are expected to invigilate and should not engage themselves in Private reading or conversation or visit to other Examination Halls.

- If any candidate is found to resort to any unfair-means at the Examination or to create disturbance or act in an indiscipline manner causing inconvenience to the other candidates, the invigilator shall at once report the matter to the Exam In-charge.
- The invigilator shall sign on the Answer Books at the first page in the space provided after checking the details entered and also sign on additional sheets taken by the candidate.
- The Invigilators shall not use Cell Phones during the Invigilation.

PREPARING THE EXAM ROOM

a) Examination venue:

The venue will be prepared as per the seating arrangement of student and no of students appearing for examination.

b) Seating arrangements:

Seating arrangements must prevent candidates from viewing the work of others, intentionally or otherwise. Where this is not the case due to space requirements, the exams officer must use an alternative method. This may be achieved by:

- Increasing the space between candidates‟ desks.
- Seating alternating rows of candidates taking different examinations.
- Using extra invigilators.
- For all written examinations:
- All candidates must face in the same direction.
- Each candidate must have their own desk or table of sufficient size to accommodate question papers, writing equipment and answer booklet.

c) Seating plan

A seating plan is a diagram that outlines how the exam room is set up. It shows the position of candidates where they are seated in the exam room. It should also show the position of the invigilators desk and the direction the candidate are facing. The template of seating place is provided. it is also display on Notice board on the day of examination.

MALPRACTICE

Procedures for dealing with suspected malpractice

The following penalties may be imposed:

- Issue a warning
- Deduct marks or award no marks for a component
- Disqualify candidates from the subject in which the malpractice took place (in serious cases the disqualification may extend to all subjects taken in a series)
- If student identify repeating the same after Issue a warning letter, he / she shall not consider appearing for the final examination and hall ticket of final examination will not be issued with the approval of Director.

PROCEDURES FOR INTERNAL PRACTICAL EXAMINATIONS

- Exam In-charge shall conduct the internal practical examination as per scheme of RTMNU, with the permission of Director.
- Exam In-charge shall display the time table and schedule of Practical Examination.
- Subject teacher shall conduct practical exam as per RTMNU scheme.
- After completion of internal practical examination, subject teacher shall submit internal marks to Exam section.
- The entire answer sheet shall be preserved by exam section in-charge in exam section.

RULES FOR ATTENDANCE MARKS

a) For Theory

The student's attendance shall be on the following rage, the students shall score the marks as mention in the table for theory subject.

Sr. No.	% of Attendance	Marks
01	75% to 80%	1
02	81% to 85%	2
03	86% to 90 %	3
04	91% to 100%	4

b) For Practical

The student's attendance shall be on the following rage, the students shall score the marks as mention in the table for practical subject.

Sr. No.	% of Attendance	Marks
01	91% to 100%	5
02	85% to 90%	4
03	80% to 84%	3
04	75% to 79%	2
05	< 75%	0

RULES FOR INTERNAL MARKS.

- Internal marks shall be submitted to exam section as per the given schedule.
- For theory subjects, the internal marks for credit-based system (CBS) pattern are 20 and for choice-based credit system (CBCS) is 30 marks.
- In Case of any circumstances (Medical, University sport, or any college activity etc.) student cannot appear for terminal examination in that case Director, NFSC will take a decision for reconditions of terminal examination for those students.
- If Director will permit Students, in that case students can appear for the re-examination.
- If Students is absent in the re-examination in that case the students will be consider as ABSENT for that terminal Examination.

a) For CBS Pattern:

Terminal-1	Terminal-2	Assignment-1	Assingment-2	Attendance	Total
6	6	2	2	4	20

b) For CBCS Pattern:

Terminal-1	Terminal-2	Assignment-1	Assingment-2	Attendance	Total
8	8	5	5	4	30

$Convertion\ of\ marks = \frac{marks\ obtain}{Out\ of\ marks}$ * Conversion factor.

Note: For calculating final marks fixed by the guidelines for each examination, if a fraction is half or more, it shall be rounded off to the next higher figure; but if it is less than the one-half, it shall be rounded off to the lower figure. (Example: 5.33=5 marks and 5.56=6 marks)

- For practical exam, internal mark will be 25 or 50 as prescribed by the RTMNU scheme.
- The respective subject faculty shall submit marks to the exam section before last working day of Semester session.
- Practical Journals or Practical books to be kept in the custody of lab in-charge at least five years.

2. INTERNAL MARKS DISTRIBUTION

a) Fire Ground Operations-I & II semesters

	Drill	Turnout	Journal	Attendance	Viva	Total
Marks	5	5	5	5	5	25

b) Fire Ground Operations III to VII semester (Internal and External)

	Drill	Turnout	Journal	Attendance	Viva	Total
marks	5	5	5	5	5	25

c) Basics of Civil & Mechanical Engineering (Sem-I)&Indian Culture & Constitution (Sem-II)

	Terminal-I	Terminal-II	Assignment-I	Assignment-II	Attendance	Total
Marks	13	13	10	10	4	50

d) Summer Internship (VII semester)

	Presentation	Report	Viva	Total	Remarks
Marks	20	20	10	50	Marks will be awarded by the Committee as follows: 1. External Examiner 2. Internship Guide/Mentor 3. Faculty Member

e) Industrial Training & Attachment (VIII Semester)

1. For CBS

Internal Examination

	Progressive seminar- I	Progressive seminar-II	Total	Remarks
Marks	150	150	300	Marks will be awarded by theCommittee as follows: 1. External Examiner 2. Guide/Mentor 3. Faculty Member

External Examination

	External Evaluation	Remarks
Marks	200	Marks will be awarded by External Examiner of RTMNU

2. For CBCS

Internal Examination

	Progressive seminar- I	Progressive seminar- II	Total	Remarks
Marks	100	100	200	Marks will be awarded by the Committee as follows: 1. External Examiner 2. Guide/Mentor 3. Faculty Member

External Examination

	External Evaluation	Remarks
Marks	300	Marks will be awarded by External Examiner of RTMNU

f) Theory subjects (15 marks -CBCS)

Terminal-1	Terminal-2	Assignment-1	Assingment-2	Attendance	Total
3.5	3.5	2	2	4	15

g) Practical Subjects (25 marks -CBCS/CBS)

Internal Marks

	Performance	Attendance	Record	Viva	Total
Marks	10	5	5	5	25

3. EXTERNAL PRACTICAL EXAMINATION

This exam shall be conducted as per RTMNU guidelines.

4. SUBMISSION OF MARKS TO RTM, NAGPUR UNIVERSITY.

i. All the subject teacher shall submit Internal marks and external marks to Exam section as per directed by exam Section.

ii. Exam Section shall submit internal and external marks to RTMNU web portal by college login at the end of examination as per RTMNU guidelines.

iii. Those faculties not submitting marks on time shall be intimated by Examination In-charge to Director.

5. PROJECT SEMINAR

For 7th semester in CBCS pattern mini project having 50 internal marks and 50 external marks.

- Project seminar 1 and 2 shall be conducted along with Terminal examination 1 and 2, respectively.
- For Project seminar-1, students will present PPT on Aim/Objective, Literature review, Problem identification, Concept, Scope of work, and Methodology for completion of project with the discussion of Guide.
- For Project seminar-2, students shall prepare a pre final seminar, which contains all detail of project and have to submit the summary report to Guide.
- On the basis of project seminar 1 and 2, the Guide will allot internal marks.
- Students shall publish one International/National Journal/Conference research paper.
- Format for Project Report and Thesis is enclosed in Anexxure-1
- Internal marks shall be an Average mark of both Project seminar 1 and 2.

	Presentation	Report	Viva	Total
Marks	20	20	10	50

INDUSTRIAL TRAINING AND ATTACHMENT

- Progressive seminar 1 and 2 shall be conducted along with Terminal examination 1 and 2 respectively.
- Progressive seminar 1 and 2 shall consists of 100 marks each for CBCS and 150 marks for CBS.
- Format for Progressive Report is enclosed in Anexxure-2
- External Examination shall be conducted as per RTMNU guidelines.

INCENTIVE MARKS

Incentive marks shall be provided as per Ordinance No. 2 of 1996 of R.T.M. Nagpur University guidelines.
Coordinators shall provide the incentive marks to Exam Section before commencement of Final Examination of RTMNU summer session.
1. National Service Scheme (NSS)
2. Adult and Continuing Education & Extension Service (ACEES)
3. National Cadet Corps (NCC)
4. Games and Sports (GS)
5. Cultural Activities (CA)

27.Training and Placement cell

Training and Placement **(T&P)** Cell is established to act as a catalyst in providing students with options to develop themselves professionally into streams that match their aptitudes. Considering the economic and educational backgrounds the students come from, the T&P cell is shouldering the challenging responsibility of making these students stand up to the challenges of modern world- professionally as well as personally.

In addition to campus placements, the training and placement cell organizes Professional Development programs like mock interviews, group discussions, pre-placement talks, interactive sessions with programs like talks, interactive sessions with industrial experts, case studies, etc., and personality development programs covering communication skill, presentation skills, group dynamics, career planning etc., on a regular basis to enable the students to acquire the necessary traits to become employable.

The Training and Placement Office encompass one regular teaching faculty representative and Student Committees comprises of diligent student representatives working under the guidance of faculty members. The team works toward a common goal of achieving desired placement offers for all the students. The task of the placement committee is to facilitating the placement process and serves as the interface between the students and the corporate world. The members work under the different functional teams to ensure smooth functioning of the placement process.

National Fire Service College

1. OBJECTIVES OF T&P CELL

Following are the objectives of Training and Placement Cell of National Fire Service College.

- To guide and help in imparting quality practical experience through internship opportunities
- To develop confidence building to face the selection process of job recruiters
- To provide employment opportunities through campus placements by inviting reputed companies to the campus
- To provide information and training for the competitive examinations conducted by Govt. of India like Civil Services, Indian Engineering Examination, Banking and Railway recruitment board examinations etc., and the state level competitive examination
- To inform on off campus job and research position opportunities
- To guides in higher education and research opportunities and motivate the students for better career.

2. STUDENT REGISTRATION - PLACEMENT REGISTRATION DATA

All 7th Semester students who are interested in campus placements should register for participating in campus placement selection process as per T&P Cell notification usually during end of third year of fire engineering students (in the month of April) to prepare placement registration data. Following procedure should be followed for registration.

1. Interested students in placements should register with campus Training & Placement Cell (T&P Cell) either through hardcopy submission or online ***(as per Format of T&P Cell)*** as per T&P Cell notification usually in the month of April.
2. T & P Cell should prepare the online registration link fields as given in ***Format T&P Cell*** for online submission.
3. Students should be informed about the online registration link (through local hub) and they must register for placement before leaving the campus for summer internship.
4. Student should carefully fill up all the information while registering. Any false information furnished will lead to disciplinary action.
5. Marks/grades secured should be entered correctly to the second decimal point (e.g: Marks: 75.74 not as 76.0 it should be 75.74; Grade: 7.36 not as 7.4, it should be 7.36).

6. **Issue of grade sheet, announcement of results of remedial/ other exams, verification of academic credentials etc are not the responsibilities of T&P Cell. Students have to approach exam cell/ any other relevant authority for these.**

7. No. of backlogs, as on date, should be mentioned correctly.

8. Students should fill up all data carefully and verify the entered data before final submission.

9. Students must submit the proof (from exam cell) on B Tech-Fire Engineering grade entered in the online registration. Else the candidature for placements will not be considered.

10. **Without registration will not be considered for placement process.**

11. After successful submission of the online registration, it will not possible for resubmission or modification of the data. However, if any student wants to modify the data at later stage in view of incorrect details submitted, improvement in CGPA, clearing off backlogs etc., they should submit hard copy application along with proof of documents with the recommendation of respective Faculty Representative.

12. Whenever T & P Cell receives a request for modification of student data, the same should be incorporated in the master registration data and later to be informed to the concerned.

13. For any queries, students should send mail to nfscplacementcell@gmail.com or nfscnagpur-mha@nic.in not to any other email id.

14. **Only those students who have registered with the Training & Placement Cell (T&P Cell) of NFSC within the stipulated time are only eligible to participate in the placement process.**

3. STUDENT REGISTRATION FOR A PARTICULAR COMPANY PLACEMENT PROCESS

1. Job Announcement (JA) will be posted on campus local hub and notice board on receiving the information from the company about campus/off campus visit.

2. Students are advised to visit campus local hub and notice boards regularly for job announcements (JA), updates and other information. No other mode of communication will be provided.

3. Students who have registered for placements earlier i.e. end of 6th Semester for B. Tech-Fire Engineering should apply for each company selection process against Job announcement (JA) of any company. Before applying, students are advised to go through the job description, company profile and other relevant information. Students must apply within the stipulated time mentioned in the JA. No late submission would be entertained.

4. In case of any problem with registration for placement process, student should contact T&P Cell and follow the instructions of T & P Cell for registration.

5. Students are advised to apply for a job in any organization only if he/she is eligible and interested in taking up a job. No withdrawal of candidature will be permitted.

6. If any registered student found to be not attending the drive, such student will not be permitted to sit for next placement process. And such students need to be submitted an explanation to the T&P Cell with the recommendation of Faculty Representative concerned.

7. List of students who have applied for a particular company on time in response to Job announcement (JA) will be sent to company for consideration and only short listed students by (a) company (b) T&P Cell, as the case may be, would be permitted for process.

8. Short listing is generally done based on CGPA of the student considering grade decided by T & P Cell.

9. In case of short listing, other than CGPA criteria, a committee consisting of following members would short list the required number of students for the drive.

i. Faculty In-charge, T & P Cell-Chairman
ii. Faculty member-1
iii. Assistant
iv. UDC
v. LDC
vi. MTS

10. The short listing done by the committee is final and binding.

11. Short listed students would be notified and students are advised to prepare for the campus selection process as per schedule given in the JA.

4. PLACEMENT SELECTION PROCESS

4.1 Pre -Placement Process

1. List of applications received from student on time and short listed by campus T&P Cell would be sent to company for consideration.

2. On hearing from the company, the final date of visiting the campus and time of each activity would be notified to the students and short-listed candidates should comply with the selection procedure of the company.

3. Students should attend the placement activities as per notified time schedule. No late arrival to any placement activity is permitted.

4. Students must carry their valid identity card with them during entire campus placement selection process i.e. Pre placement talk (PPT), written test, group discussion, interviews etc and produce the same whenever demanded by the recruiting members, T&P Cell or any authorized member of NFSC.

5. Students are advised to visit company website to know the job requirements. Any queries related to job or other matter must be clarified with the company officials during their visit to campus i.e. PPT. No direct communication with the company officials is permitted.

6. Students are not permitted to interact with the company official directly. Any queries must be clarified during the pre-placement talk (PPT) itself. For any other doubts (if any) after PPT, they should bring it to the notice of the T&P Cell for necessary action.

7. Student should maintain discipline while attending pre placement talks (PPT), written test and interviews etc.

8. Students must attend the Pre-Placement Talk by the company as per the notified time. If any student doesn't attend the PPT, campus T & P Cell reserve the right to refuse the permission to attend the particular drive.

9. **Dress code:** Students, who are short listed for interviews (Group discussion/Personal Interview), should attend the process with proper dress on time prescribed by NFSC. If any student doesn't appear in decent dress, campus T&P Cell reserves the right to refuse the permission to attend the campus selection process.

10. Students should keep ready all documents well in advance and they should be in a position to produce on time.

11. Student should carry certificates in a proper file along with two passport size photographs and a copy of their latest resume for the interview process.

12. Students are permitted to clarify any of their doubts at any point of time with T&P Cell.

13. T&P Cell reserves the right to refuse any student from placement activity at any point of time if student does not follow any of the above procedures.

14. **Disciplinary committee:** Student must not involve in malpractice or impersonation in the placement process. If found, such students would have to abide to the decision of T & P Cell through committee that may include debarring from placement activity for entire year etc.

4.2 Post Placement Process

1. List of selected students obtained from company would be notified to students and also displayed on notice board of T&P Cell.

2. Companies would send offer letters of the students along with other information to T&P Cell. After receiving the offers letter by the selected candidates, they should follow the instructions given in the offer letter.

3. Any student who has applied or secured a job through off campus is not considered under T&P Cell placement process. Such students are advised to inform T&P Cell after their selection and voluntarily withdraw their candidature from placement for the benefit of other students.

4. **One student one job offer is strictly followed.** Student with job offer through T&P Cell will not be considered for other companies for placements. (The placed students may be given only one chance for appearing placement process for which the company is offering a premium package, if all the students already placed in company and no one left for the placement still companies continuously visiting campus).

5. If a student is not joining an organization under unavoidable circumstances, then the accepted job offer (original) must be surrendered to the T&P Cell.

6. If any student fails to comply with any of the above-mentioned rules and regulations or found indulging in any act of indiscipline/misbehaviour, he/she would be liable for strict disciplinary action, as per the NFSC rules and regulations.

5. PROCEDURE TO BE FOLLOWED WHEN A COMPANY VISITS

1. Based on the request from company/decision of T&P Cell, location for campus selection process of a particular company would be decided. Accordingly interested and short-listed students should attend the drive.

2. In case of **off - campus drives at other than NFSC campus,** T&P Cell team along with other faculty and staff members should accompany the students.

3. T&P Cell should workout the no. of faculty and staff for accompanying the students and the same should be brought to the notice of Director of the campus. Director should intervene and inform Dean Academics to depute the required no. of faculty/ staff to accompany students in such drives.

4. T&P Cell should also arrange for accommodation and travel at off campus drives to the possible extent.

5. Students should apply for **station leaving/gate pass** and they should obtain permission from (a) Dean Academics (b) T&P Cell and (c) finally Director/Competent Authority. Students should reach the venue well in advance with minimum days of loss of class work.

6. Before leaving the campus, students should write the departure details in the register kept in campus T&P Cell. If any student fails to provide details in the register would not be considered for the drive.

7. Students are permitted to leave the campus for attending placement process at other campus/institution only when they fulfil all the requirements i.e. eligibility and proper gate pass.

8. Student must attend the recruitment process without fail.

9. **Student must return to the campus as soon as placement process is completed and furnish the arrival details to T&P Cell.**

10. Violation of above procedure will attract disciplinary action.

6. OFF CAMPUS OPPORTUNITIES

1. Job announcement (off campus) will be posted on campus local hub and also on notice boards and students are advised to make use of this information.

2. Procedure decided by the T&P Cell should be followed for registration, travel for attending the drive, permission to leave the campus etc.

3. Students who have registered for the limited student company drive and got short listed, but did not attend the drive will be considered as attempted. However, student is permitted to withdraw the registration by submitted application for withdrawal within the stipulated time notified by T&P Cell and should obtain the permission from placement officer well in advance.

7. INVITATION TO COMPANIES FOR PLACEMENTS

1. T&P Cell would initiate the invitations to various companies along with relevant information for campus recruitment of final year B. Tech-Fire Engineering students well ahead i.e. during March to May every year and later follow up on regular basis. Email/hardcopy correspondence should be made with the companies.

2. Only one official Email ID should be used for all correspondence and T&P Cell is responsible for email content sent through the email ID.

3. Placement officer and other officers connected to T&P Cell should interact and meet with potential recruiting companies on regular basis. Faculty In-charge also should interact with company executives as and when required. Approval for such visits should be obtained from the Director/Competent Authority before planning the journeys.

4. Usually, the placements would commence from 1st September every year, but based on the requirement, T&P Cell may change the date in consultation with officers concern.

5. If any company expresses willingness to visit the campus for selection process on its own, T&P Cell should verify the credentials of the company before inviting them for campus placements.

8. FACULTY REPRESENTATIVES AND STUDENT REPRESENTATIVES

1. Dean Academics should nominate one faculty member, in consultation with Director/Competent Authority for placement and summer internships.

2. Faculty representative should help in conveying information on job announcement to students, student registration for each campus drive, summer internship registration, off campus drive at different places etc.

3. 05 students representatives from B. Tech-Fire Engineering should be identified by the Dean Academics for placement and inform the same to T&P Cell through Email.

4. Student representatives of T&P Cell should help in (i) student registration (ii) placement drives (iii) training programme etc., and assist as and when required in the activities of T & P Cell.

9. Company Registration for Visit at National Fire Service College, Nagpur

1. All interested companies are requested to visit the NFSC website (http://nfscnagpur.nic.in/) or they can respond by email (nfscplacementcell@gmail.com or nfscnagpur-mha@nic.in) to correspondence with the T&P Cell.

2. Authorized persons of the company should fill up the details in Job Notification Form (JNF) and send it to T&P Cell of NFSC (nfscplacementcell@gmail.com or nfscnagpur-mha@nic.in) for further process.

3. Companies can also use JNF available on website/sent along with invitation and send filled JNF by post/email/fax/ to the T&P Cell, NFSC-Nagpur.

4. JNF provides the information on job description and other details. It is therefore, highly desirable that the form is completed in all respects. Also, company can send relevant information for sharing with the students.

5. A mutually convenient date for company visit will be finalized through consultation with the T&P Cell.

6. The Job Announcement (JA) will be notified to the students and company posters (if sent) will be displayed at on notice boards.

7. Eligible and interested students should submit their applications either T&P Cell format or company format (if specified).

8. Based on the list of students submitted to the company, short listed candidates should be informed by email (nfscplacementcell@gmail.com or nfscnagpur-mha@nic.in).

9. Recruitment for selection process (PPT, Schedule of visit, system requirements for online test, meeting rooms and other) should be informed.

10. Guesthouse facilities available inside the campus/ nearest hotel and local transport from railway station from the campus shall be provided to company officials on prior information.

10. PLACEMENT POLICY

"PLACEMENT IS NOT GIVEN; IT HAS TO BE EARNED"

1. Campus placement is a facility provided for all students of NFSC, Nagpur. Registration is mandatory/compulsory and students not interested in industry jobs are requested not to register for jobs placements and same should be intimated to placement cell in writing. Students having more than one course backlogs are advised not to register for placements and are advised to improve their performance and register after clearing all the backlogs.

2. It is the prime responsibility for every student to check eligibility criteria before applying for a company. The eligibility criteria and other information are usually uploaded on NFSC website with subsequent updates.

3. It is the responsibility of the student to check announcements/notices/updated information/shortlisted names etc. in the notice boards and placement website. Students are expected to be in time as per the announcements.

4. There is no limit on number of registrations by a student who can make for any proposed drive.

5. NFSC follows "One Student One Job Policy". Students who have received one offer will be de-registered from subsequent placement Drives. Every student who is selected by a company is out of placement thereafter i.e. deregistered from subsequent placement Process.

6. If a company approaches with specific requirements such as top 5% or top 20% academic records, then the students who come under this category would be permitted for companies with such specific requirements. This is applicable for only those students who are in registered list at that point of time.

7. If any student registers for a company and doesn't turn up for the recruitment process, he would be considered as absentee/Defaulter and would not be permitted for next two drives, **for those who do not turn up for Pre-Placement**

Talk, same would be applicable. However, student is permitted to withdraw the registration by submitted application for withdrawal within the stipulated time (Day before the drive) notified by **Training & Placement Office** and should obtain the permission from Faculty In-Charge/Placement officer well in advance. No intimation will count as absenteeism.

8. If any students qualify/clears written/online exam conducted by the company and doesn't appear for successive rounds, then he/she would be debarred from all further placement drives if he/she is not able to provide satisfactory explanation.

9. Wait listing policy: All the students who have waiting listing offer will be allowed to appear for subsequent drives until he/she land in a job.

10. Students should maintain discipline and decorum in every action they take during the placement process. Any student found violating any rules of general ethic and etiquette as deemed by the company or Placement Office will be debarred from the subsequent placement process.

11. Students found cheating or misbehaving during the selection process (PPT/Test/GD/Interview) will be debarred from the subsequent placement process.

12. If a student is unplaced, and is interning project at company's premises, she/ he is free to continue applying for drives on campus. However, permission to appear for the drives will be under sole discretion of the company where he/she is interning.

13. **Before applying for any company students must consciously go through all the details about the company/offer to be made by company/domain etc. later after getting selected without any valid/genuine reason student is not advised to reject the offer, this would lead to deregistration from further drives. After selection, we wish not to hear' I just attempted, I was not interested still just tried' all the excuses would not be considered as T&P believes in a fair chance for all the eligible students.**

14. Students are not allowed to contact company/HR Delegates directly for any reason. If they are facing any problem, they have to first contact their Placement office and discuss their problem with them. **Any Violation of the same would lead to debarment in further placement drives**.

15. The responsibility of going through the offer letter and taking actions therein such as submission of documents lies entirely with the student. In case offers are received directly by the student from the company, the same must be intimated to the Placement Office.

16. After having accepted a job offer, if a student does not wish to join a company due to genuine reasons such as pursuing higher studies, then the students has to inform the Placement Office and directly communicate the company of

her/his decision. It is likely that they might abide by the agreements/bonds they enter into with the company.

17. **Training and Placement** office assumes that every selected student will pass the medical test if required by the company. If there is a rejection at this stage, the student's registration will be renewed and the student becomes eligible again to seek placement through this office in the same placement session.

18. If the total number of students who rejects offers for NO valid reason exceeds 20% of the total placed candidates. Then all the candidates would be debarred from any placement activities for the subsequent academic year.

19. Training and Placement office reserves the right to change any or all of the above rules and is the sole authority in taking decisions pertaining to placements from the institute. Any grievances must be brought up to the notice of Placement office for resolution.

11. Training and Placement Cell Activities

Training and Placement Cell of this college provides guidance and all the assistance for the students in order to achieve their career goals. The T&P cell takes right steps in identifying the demands of the current industry and prepares our students towards this need. Adequate emphasis is given for soft skill development complementing the regular academic programmes. Aptitude tests and group discussions are conducted at regular intervals to enable the students to improve their performance in competitive exams. Job oriented courses and special training programmes are regularly conducted. We also welcome guest lectures, visiting faculty members for training students and faculty members too.

(a) Technical and Domain specific Skills Training
(b) Employability and Communication Skills Training Programs
(c) Employability Assessment Program
(d) On Campus Interviews, Off Campus Interviews
(e) Mega Job and Skill Fairs
(f) NFSC-Industry Interactions
(g) Career Guidance, Entrepreneurship Development Program
(h) Apprenticeship Assistance, HR Feedback
(i) Alumni Peer Talks, Internships
(j) Job Fares for Persons with Disabilities, Expert Talks/Invited Talks
(k) Trainers Training Program, Guidance on Startups, Campus to Corporate Programs

12. FEEDBACK MECHANISM

12.1 Student feedback on Employer

Students who are recruited through on campus, off-campus drives, Mega Job Fares are requested to give their feedback using following google forms.

Link: https://forms.gle/YYL1K1NB1z4GBgFz8

12.2 HR Feedback on Recruited Students

HR heads are requested to send the feedback on the performance of students recruited through on campus, off-campus drives, Mega Job Fares are requested to give their feedback using following google forms.

Link: https://forms.gle/Naq3281gckJuiTH96

13. Our Recruiters

ओएनजीसी ONGC

ऑयल इंडिया लिमिटेड (भारत सरकार का उद्यम) Oil India Limited (A Government of India Enterprise)

गेल GAIL

NRL

Brahmaputra Cracker And Polymer Limited

इंडियनऑयल

KRIBHCO Cooperative and beyond...

सेल SAIL

Kempegowda INTERNATIONAL AIRPORT BENGALURU

Reliance

HMEL®

TATA TATA SPONGE IRON LIMITED

vedanta

TATA POWER

DLF

JSW

IFFCO पूर्णतः सहकारी स्वामित्व Wholly owned by Cooperatives

TATA STEEL

ओपीएएल OPAL

NAYARA ENERGY

MNGL

adani Power

INDIA GLYCOLS LIMITED

torrent GAS

Head Quarters Address and Contact Details

Dr. Gouthamkumar Nadakuditi

ASSISTANT PROFESSOR

Training and Placement Officer,

National Fire Service College, Ministry of Home Affairs, Government of India

Takli Feeder Road, Rajnagar, Nagpur-440030

Telephone No. 0712-2982225; Telefax No. 2982224 :- nfscnagpur.nic.in

:- nfscplacementcell@gmail.com or nfscnagpur-mha@nic.in

Mobile : 9966883799, 9882029124

Format-07

Training & Placement Cell

Job Notification Form (JNF)

Company Details

- Name of the Company :
- Website/URL :
- Company Type (Please tick " √"):

Private		Govt. Owned		PSU		MNC	
NGO		Public Sector		If others, please specify:			

- Industry Sector (Please tick " √"):

Analytics		Consulting		Core (Technical)		Finance	
Management		I.T.		If others, please specify:			

- Additional company information (if any) :

Contact Details:

	Head HR	**First Contact Person**	**Second Contact Person**
Name			
Email			
Mobile			
Phone			
Fax			

Job Profile on offer:

- Job Designation:
- Place of Posting :
- Job Description :
- Any other details :

Salary Details

- Cost to Company (Rs. In lakhs per annum) :
- Gross :
- Basic :
- HRA :
- Bonus/Perks/Incentive (*if any*) :

- Others :
- Bond or Service Contract : Yes/No

(If yes, give details) :

- Training / Probationary period *(if any)* :
- No. of offers you intend to make :
- Training / Project / Internship cum Job offer : Yes/No

(Internship details if applicable) :

Profile Offered		Stipend (INR/month)	
Job Description		Duration (weeks)	
Location		Medical exclusions, if any	
Any other details:			

Note: If the offer is for internship leading to job placement then no internship will be permitted beyond 23rd December 2017.

Selection Procedure (Indicate Yes/No)					
Shortlist from Resumes				Online	
Written Test (Technical, Aptitude) *If Yes, please specify likely topics*					
Group Discussion		Personal Interview		Technical Interview	
PPT (Presentation by Student)					
Eligibility Criteria (min. CGPA, 0-10 scale)					

- Preferred period of visit for recruitment :
- Eligible Department : B. Tech- Fire Engineering

Logistics Requirements

- Number of Members visiting campus :
- Number of Rooms reqd. for selection process :

(Provide details if any)

- Other Requirements :

The job notification form provides the primary basis of communicating the details of the positions offered to the candidates. It is therefore, highly desirable that the form is completed in all respect and it would be advantageous if it were accompanied by relevant company literature with more details about the company.

Before filling the form kindly refer to the enclosed Placement Brochure/PPT. The completed form may be sent by post/e-mail to the following address at the earliest:

Dr. Gouthamkumar Nadakuditi
Assistant Professor
Training and Placement Officer,
T & P Cell, National Fire Service College,
Ministry of Home Affairs, Government of India.
Mobile : 9966883799, 9882029124
Email : nfscplacementcell@gmail.com **or** nfscnagpur-mha@nic.in
Website: http://nfscnagpur.nic.in/

Address:
Training and Placement Cell,
National Fire Service College,
Ministry of Home Affairs,
Government of India.
Takli Feeder Road, Rajnagar,
Nagpur, Maharashtra-440013

28. National Service Scheme

Introduction

The first education commission recommended the introduction of national services in 1950 by students on a volunteer basis. After all the recommendations finally in 1969, September 24th was declared as NSS Day and birth centenary year of Mahatma Gandhi, the father of nation to whom social service was almost a religion. The scheme now extended to all the States and Universities in the country. Students, teachers, parents, guardians, persons in authority in the government, realize the need and significance of NSS.

NSS Motto

The motto or watchword of the National Service Scheme is : 'NOT ME BUT YOU'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. Therefore, it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.

NSS Symbol

The symbol of the National Service Scheme, as appearing on the cover page of this Manual is based on the 'Rath' wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel primarily depicts movement. The wheel signifies the progressive cycle of life. It stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment.

NSS Badge

The NSS symbol is embossed on the NSS badge. The Konark wheel in the symbol has eight bars which represent the 24 hours of the day. Hence, the badge reminds the wearer to be in readiness for service of the nation round the clock i.e. for 24 hours. The red colour in the badge indicates that the NSS volunteers are full of blood i.e. lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.

NSS Day

NSS was formally launched on 24th September, 1969, the birth centenary year of the Father of the Nation.

Objectives

- The main objective of the NSS is to instill the idea of social welfare in students and provide community services without bias.
- Every volunteer works to ensure that who is the actual needy to get help for their living which promotes living standards.
- Student personality traits will be improve through community services.

- NSS volunteers should work by mingling with the community agents who represent the people.
- To find inherent talent in his/her knowledge through community services.
- To develop creative and constructive social work action.
- To promote or to serve in the weaker section of community.

Roles / Responsibilities:

NSS Programme Officer

Nominated by Director National Fire Service College, Nagpur as per RTM, Nagpur University guidelines time to time.

- To help the student volunteers register under them as a compulsory requirement of Ministry of Youth Affairs.
- To make efforts to organize different events & activities in the NSS Unit.
- To encourage the students to participate in various activities taking place from time to time in the NSS Unit.
- Submission Annual report of activities to RTM Nagpur University.
- Submission of Audited statement of account of NSS unit to RTM Nagpur University.

NSS Programme Co-Ordinator

- To assist the NSS Programme Officer in organisation of various NSS activities and Programme
- To Maintain the various important files of NSS Unit
- To Circulate the notices received from Ministry/NSS Regional Directorate/University authorities and to keep their records.
- To Maintain the attendance of NSS Volunteers in various programmes
- Assisting the NSS programme officers in preparing Incentive marks as per RTM Nagpur University guidelines.
- Assisting the NSS Programme Officer in submission annual report of activities to RTM Nagpur University.
- Assisting the NSS Programme Officer in submission of Annual Audited statement of account of NSS unit to RTM Nagpur University

NSS student President & Vice President

- Nominated by NSS Programme Officer and NSS co-ordinator in approval with Director, NFSC.
- To assist the NSS Programme Officer and NSS co-ordinator in organisation of various NSS activities and Programmes
- To Circulate the notices received from Ministry/NSS Regional Directorate/University authorities and to keep their records
- To help NSS Programme Officer and NSS co-ordinator in maintaining the attendance of NSS Volunteers in various programme

NSS student Volunteer

- Students should enroll their name as an NSS volunteer in the college and enrollment is limited to 100 members in every academic year
- Requires active participation in all the activities and to work with/among people.

- Proper dress coding with NSS badges during off the campus or on the campus is mandatory.
- Identify needs, problems and resources of the community along with program officer or local leaders.
- To establish rapport with the people in the project area for community developments.
- Every volunteer should complete 100 hours of work and keep day-to-day record in work activities/experience in work dairy and submit to the President/Co-ordinator/Programme officer for periodic guidance.
- All volunteers should work under the guidance of a President/Vice President nominated by the program officer/Programme co-ordinator
- NSS Volunteer should scrupulously avoid entering into any controversial issues

Code of Conduct of NSS student Volunteer

- All volunteers shall work under the guidance of a group leader nominated by the Programme Officer.
- They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- They shall scrupulously avoid entering into any controversial issue.
- They shall keep day-to-day record of their activities/experience in the enclosed pages of the diary and submit to the Group Leader/Programme Officer for periodic guidance.
- It is obligatory on the part of every volunteer to wear the NSS badge while on work.

Incentive marks

Incentive marks of the NSS volunteers are forwarded in every year in 2nd, 4th , 6th and 8th semesters as per RTM Nagpur University guidelines.(Ordnance No. 2 of 1996)

Maintenances of files

- Maintenance of NSS files and records in Academic section
- Circulars, noting and other approvals are obtained through Note sheet of NSS file through academic section incharge and NSS co-ordinator/Programme Officer.

NFSC-NSS Unit fund Management

- NFSC NSS unit Current A/c opened as per RTM Nagpur University guidelines and Director, NFSC and NSS Programme officer as operating members.
- Withdrawal of Money for conduction of various functions are with prior approval of Director though Note sheet forwarded through section and through Cheque.
- Vouchers for spending of money is maintained by NSS Co-Ordinator/NSS Programme officer for record keeping.

Annual audit of Statement

- Yearly statement of Income and Expenditure is prepared and with vouchers RTM Nagpur University accepted Auditors.
- Original Audited statement along with one copy is forwarded to Director NSS Unit of RTM Nagpur University.

Format-08

Government of India
Ministry of Home Affairs

National Fire Service College, Nagpur

PROFORMA FOR ENROLMENT OF N.S.S. VOLUNTEERS

Academic Year 20____- 20

ColourPhoto

1.	Name of the Student	:
2.	Sex	: Male / Female
3.	Father's Name	:
4.	Permanent Address	:
5.	Date of Birth	:
6.	Community	: SC / ST / OBC / Minority / Others
7.	Blood Group	:
8.	Willing to Donate Blood	: Yes / No
9.	Contact Number	: Mobile : Resi.
10.	Email ID	:
11.	Course and year	:
12.	Were you a NSS Volunteer during your earlier courses(if yes, give details)	:
13.	Are you member of NCC or Scout & Guides	: Yes / No

Declaration

I, ……., hereby affirm that as a volunteer of NSS unit, will obey the rules and regulations. I will participate honestly in all the programmes of NSS unit. In case of any anomaly, my NSS volunteership will be terminated

Date: (Signature of the Student)

(For office use only)

I. The application of the student is accepted and He /She is enrolled as an NSS olunteerwith **Enrolment No.**_____for the **academic year 20____- 20**

II. The application of the student is rejected for reason(s) cited below:

_____

(NSS Co-ordinator) **(NSS Programme officer)**

29. ORDINANCE NO. 2 OF 1996 of RTM Nagpur University regarding Incentive marks

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

ORDINANCE NO. 2 OF 1996

AN ORDINANCE TO PROVIDE MAXIMUM TEN CREDIT MARKS AS AN INCENTIVE TO THE STUDENT PARTICIPATED IN THE NATIONAL SERVICE SCHEME (NSS), ADULT AND CONTINUING EDUCATION AND EXTENSION SERVICES (ACEES), NATIONAL CADET CORPS (NCC), GAMES AND SPORTS AND CULTURAL ACTIVITIES.

WHEREAS it is expedient to provide 10 (ten) Credit Marks to the collegiate student of R.T.M. Nagpur University for their participation, in the National Service Scheme (NSS), Adult and Continuing Education & Extension Services (ACEES), National Cadet Corps (NCC). Games and Sports & Cultural Activities conducted by the R.T.M. Nagpur University, the Management Council is hereby pleased to make the following Ordinance:-

1. This Ordinance may be called "Ordinance relating to addition of Credit Incentive marks for National Service Scheme, Adult & Continuing Education & Extension Services, National Cadet Corps, Games & Sports & Cultural Activities to examination marks of the collegiate student of R.T.M. Nagpur University".

2. This Ordinance shall come into force from the date which the Management Council by resolution prescribed.

3. This Ordinance shall apply to all the students admitted & enrolled in a college conducted by the R.T.M. Nagpur University and also affiliated to R.T.M. Nagpur University.

4. In this Ordinance unless the context otherwise requires:-

   i. "Act" means Maharashtra Universities Act, 1994.

   ii. "College" means a College conducted by the R.T.M. Nagpur University or affiliated to the R.T.M. Nagpur University.

   iii. Zone" means zones as defined by "Association of Indian Universities".

   iv. "Principal" means a Head of the College duly approved by the R.T.M. Nagpur University.

   v. "Student' means a student enrolled in a college.

   vi. "Controller of Examinations" means the controller of Examinations appointed under Section 18 of the Act.

5. Maximum 10 (ten) credit marks shall be granted to the student appearing for R.T.M. Nagpur University Examination of any Degree, as an incentive for his/her participation in any one of the following programmes conducted by a college under R.T.M. Nagpur University.

A. National Service Scheme (NSS)

B. Adult and Continuing Education & Extension Services (ACEES)

C. National Cadet Corp's (NCC).

D. Games & Sports (GS)

E. Cultural Activities. (CA)

Provided that if a student participates in more than one activities, he shall be granted the maximum marks only in that activity in which he secured maximum marks.

6. The credit marks awarded to the student shall be shown in a separate column in the marks list and shall be added to total number of marks secured by this student at the examination, without any prejudice to the provisions of ordinance No. 7 (A) relating to the condonation of deficiencies and ordinance No. 10 relating to award of exemption and compartments. Further the credit/marks shall be counted for division, merit, awards, medals, scholarship and prizes as well.

7. The credit marks shall be granted to the student only for that examination during the course of which the student has participated in the programme mentioned in the Section (5) mentioned above.

8. Student shall be eligible to get maximum 10 credit marks for participation in only one of the programmes listed under section (5), mentioned above.

9. The credit marks shall be granted to the student on the basis of his/her participation in any one of the programme as follows:

A)	**NATIONAL SERVICE SCHEME (NSS)**		**10 MARKS**
	i)	Participation in regular NSS Programme. (Minimum 120 hours in 3 years)	3 Marks
	ii)	Participation in NSS (10 days Camp at College level)	3 Marks
	iii)	Participation in University or State or National level camp.	4 Marks
(B)	**ADULT & CONTINUING EDUCATION & EXTENSION SERVICES**		**10 Marks**

(B) Adult & Continuing Education & Extension Services:- of the 10 incentive marks, the student shall be allotted marks as per guidelines prescribed by the Board of Adult & Continuing Education and Extension Services.

of Nagpur University every year by 30th July, i.e. at the beginning of the Academic Session for his participation in Adult Education, Continuing Education and Extension Services.

(C) National Cadet Corps (NCC) 10 Marks

of the 10 incentive marks, the student shall be allotted marks as per scheme prescribed below:

i)	Participation in NCC in a year and attendance of more than 75% parades.	03 Marks
ii)	Participation in Campus at Unit, GPs Die and DG NCC level (eg Annual Trg Camp National Integration Camp. Basic Leadership Camp, Advance Leadership Camp, Army Attachment, Training, Hospital Attachment Training, Ship Attachment Training, Republic Day Selection Camps, Basic Leadership Selection Camps Delhi, Nau Sainik Camp, Vayu Sena Camp, Military School Training, International Youth Exchange Programme etc.)	02 Marks 03 Marks
iii)	Participation in Social Activities (eg Tree Plantation, Adult Education, Eye Donation, Village Adoption, Anti Leprosy Drive, Medical Health Camp etc.)	02 Marks
iv)	Adventure Activities a) Army Cadets (Rock Climbing, Trekking, Mountaineering, Cycling Para sailing, para Jumping) b) Neval Cadet (Sailing/Kayaking Boot, Pulling) c) Air Cadet (Solo Gliding)	02 Marks

Provided, further that the cadets who have participated in the "Republic Day Parade" held at New Delhi in that particular academic year shall be allotted Seven (7) Mark

(As substituted by Ordinance 19 of 1998)

(D) GAMES AND SPORTS **10 Marks**

i) Inter-Collegiate

A student who has actually Participated in one or more tater-Collegiate Tournament Conducted by R.T.M. Nagpur University — 03 Marks

ii) Inter- University

A student who has actually Participated in lnter- University Tournaments. — 04 Marks

(Provided further that in the event of the University being unable to send the selected team for Inter-University Tournaments, the so selected student shall get the marks.)

iii) Combined University A student who has actually participated in the Tournaments conducted by Association of Indian Universities at Zonal or National level. — 3 Marks

(E) CULTURAL ACTIVITIES **10 Marks**

i) Participation in Inter Collegiate Cultural Activities like Debate Dramma. Music Fine Arts, Theater Dance, Literacy events conducted by the R.T.M. Nagpur University. — 03 Marks

ii) Participation in Cultural Activities at Inter- University/ Zonal level — 03 Marks

iii) Participation in Inter University Cultural Activities at State National level — 04 Marks

10. (a) The Principal of the College shall submit the Statement of Marks" to the University in consultation with programme In-charge programme officer of the college of the concerned activities as the case may be on or before 15 of April, of each year to Controller of Examinations in a proforma prescribed by the University.

(b) The University through Controller of Examinations shall get the "Statement of Marks" submined by the Principal of the concerned college scrutinized including correction/ alteration if any through the authorities listed below:

(i)	NATIONAL SERVICE SCHEME	Programme Co-ordinator, NSS R.T.M. Nagpur University
(ii)	ADULT & CONTINUING	Director, Dept. of Adult and Continuing Education and Extension, RT.M. Nagpur University

(iii)	NATIONAL CADET CORPS	Group Commandant N.C.C. H.Q. Nagpur
(iv)	GAMES & SPORTS	Director, Dept. of Physical Education and Recreation, R.T.M. Nagpur University
(v)	CULTURAL ACTIVITIES	Director, Students, Welfare Activities, R.T.M. Nagpur University

(c) Any information received after the due date i.e. 15th April shall not be accepted by the University.

11. This ordinance shall not be applicable to M.B.B.S. examinations