



HITKARINI COLLEGE OF ENGINEERING & TECHNOLOGY

Welcome to all HCETian to HITKARINI family. This letter will help you to understand our college.

College Name	: Hitkarini College of Engineering & Technology
College Code	: 0203
Establishment Year	: 1997
Courses Offered	: BE, MBA & MCA
Affiliated to	: RGPV, Bhopal & RDVV, Jabalpur
Approved by	: AICTE, New Delhi
Certified by	: ISO 9001 : 2008
Website	: http://www.hcet.hitkarini.com (College), http://www.rgpv.nic.in (University)
Phone	: 0761 – 2600300 (Registrar Office), 2600225 (A/c.Office), 2608225 (Library)
Fax No.	: 0761 – 2600223
Email	: devashish.mukerji@hcet.hitkarini.com , utkarsh.dixit@hcet.hitkarini.com
College Timing	: Monday to Friday (10:20AM to 04:40PM), Saturday (10:20AM to 1:40PM)
Campus	In the adjoining campus of the college, Dental & Architecture college are also established.
Bus Services	Details of bus, timings, stoppages, name of incharge etc. are available on the college notice board as well as college website. The students are advised to reach to his nearest bus stop 5 min. before the scheduled time.
Student Dress	All the students must come to college in proper and decent dress.
Academic Time Table	Subject course, time table, lecture, lab and faculty name etc. will be available on the notice board of respective departments as well as college website.
Admission Confirmation	Pending documents, if any, not submitted at the time of admission must be submitted within 5 days to Ms. Reena (Account Office – Ground Floor)
Education Loan	Various banks provide the facility of Education loan for which fee structure can be obtained by needful students on demand from HOD of concerning department.
Scholarship	For govt. scholarship (Only for SC/ST/OBC) student has to submit online application through http://www.scholarshipportal.mp.nic.in . A attested printout of application form submitted to Shri Upendra Tiwari (Admin Block Ground Floor) with 10 th & 12 th Marksheets, Transfer Certificate, MP Online Admission Slip, MP Domicile, Caste Certificate & latest Income Proof. For more info visit http://www.scholarshipportal.mp.nic.in .
Raging	Hitkarini is a zero ragging institute. However if any adverse feature which tentamounts to raging should immediately be brought in the knowledge of Principal (761-2600222) / Vice Principal (761-2600223)/ Registrar (761-2600300)/ Department HOD.
Sports, Cultural Activities, Events & NSS	: College is having Volley Ball Court, Indoor Badminton Hall, Open Air Theater and Two Seminar Halls. Contact to Shri Dinesh Singh Thakur (Sports Office).
Lift	Two lift are installed in the college which should be used carefully.

Class Room & Lab	All the classrooms & labs are equipped with practical equipments, desk, bench, board, fan & light etc. Students are bound to use the lab equipment during the presence of faculty member as per given instructions carefully. All students have to be in their classrooms & labs at lectures & practical time. Students are not allowed to leave classroom or lab without prior permission of faculty. If any indiscipline is observed students will be fined and punished accordingly.
Library	We are having the best library in our city. Library is situated at left A-Block side. Our library is having sufficient subjective course books, national & international e-journals with its latest publications. Student Library Card are issued from library. Students can get four subjective book from the library during the library timing & academic session. Latest Magazine & News Paper are also available at reading room. Student must return the books within the stipulated time else heavy fine is imposed by the college. Proper decorum & silence is an integral part of library. Library Timing : 9:00 AM to 9:00 PM
Examination	Examination & Practical timetables & information are displayed on the EXAM CELL notice boards time to time. For more details contact to Prof. Sameer Vaidya (HOD ME) .
College Alumni	After the completion of degree you automatically become a member of the alumni association. All the students have to contribute Rs. 100/- yearly at the time of payment of odd semesters fee.
College Fee	Yearly college fee can be paid in two installments and each installment to be deposited before the start of new semester or any other date specified by college. In case of delay late fee is charged on daily basis. Account Office Timing Weekdays (10:00AM to 3:00PM) & Saturday (10:00AM to 1:00PM) .
Student Bank Account	It is compulsory for all the students to have a bank account with PNB or UBI with internet banking facility. They can open the account with ZERO balance.
College ID Card	It is compulsory for students to get registered with RGPV portal after admission procedure is over. Identity Card will be issued by university, only after the registration.
Examination Form	Apply online for semester examination depositing the prescribed fee which is decided by RGPV.
Computer Center	Student can avail internet facility from Computer Center during 9:00AM to 9:00 PM in weekdays.
Canteen & Lunch	Eatables and canteen facilities are permitted only during lunch hours. Do not pay more than the printed rates displayed in canteen. In case of non eatable food or expiry date food or drinks is served by canteen contactor, student should report to college registrar in writing.

**** Cultivate the habit of going through college Notice Board and Website****

Principal
Date : 26th Aug 2010