



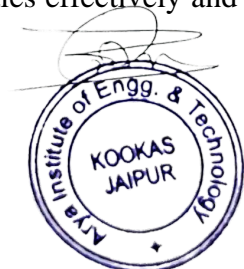
## 5.3.2 Students' representation and engagement

The College administration firmly believes in participative working and student-co-partnership. Students are represented in almost all the committees, associations of the College. As per the norms of the **Arya Institute of Engineering and Technology-Jaipur**, every year students' council is constituted. The meeting of this council is periodically to plan the future activities and to take stock of activities already done in the College. Thus, the college is very sensitive and responsive to the student-related activities of the College and assigns utmost important to them. Following is the notice for students regarding Students Council Formation. The students are asked herewith through this notice to fill up the application forms by rules and regulations

Student council works in coordination between faculty and students mentors, the committee is presided by the head of committee and other members for each vertical to ensure the participation and effectiveness of this work. Student council assists in day- today academic activities at their student level. Coordination in establishing communication between students and teaching faculty. Coordination in organizing cultural events like sports etc. Student council in Arya College take active participation in conducting **Industrial trips and getting students trained for placement related activities such as Group discussions, extempore etc. These encourage leadership skills and become competent managers by learning these skills.**

The student Council has the members of **B.Tech 1st year , 2nd Year and 3rd Year** .They are involved in many activities which are done by involving other students and to ensure participation. They also motivate other students to take part in the activities conducted by the Institute like cultural activities, sports activities and other social service related activities.

The formation of a student council helps college in carrying out the activities effectively and also nurture students and get the proper and right feedback at every time.





# ARYA Institute of Engg. & Technology (AIET)

(Affiliated to RTU | Approved by AICTE, New Delhi)

- SP-40, RIICO Industrial Area, RIICO-Kukas, Jaipur-302028
- Ph. 0141-2820700, 5148801

- www.aryainstitutejpr.com
- Toll Free: 1800 102 1044

## List of Students Representative Placement Committee



### ARYA Institute of Engg. & Technology (AIET)

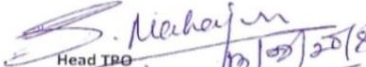
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#### List of Student Representatives in Placement Committee

	College Name	University Roll No.	Name Of Students
1	C.O AIET-Jaipur ✓	14EAIEC005	ACHAL JAIN
2	C.O AIET-Jaipur ✓	14EAIEC007	AJAY NAGAR
3	C.O AIET-Jaipur ✓	14EAIEC009	AKANKSHA CHATURVEDI
4	C.O AIET-Jaipur ✓	14EAIEC010	AKANKSHA TANWAR
5	AIET-Jaipur ✓	14EAIEC013	ALOK KUMAR PANDEY
6	AIET-Jaipur ✓	14EAIEC014	ANIMESH KUMAR
7	P.V AIET-Jaipur ✓	14EAIEC016	ANURAG SHARMA
8	AIET-Jaipur ✓	14EAIEC017	ASHISH KUMAR
9	P.V AIET-Jaipur ✓	14EAIEC020	BAJRANG BALI SHARMA
10	AIET-Jaipur ✓	14EAIEC021	CHANDRA SHEKHAR KUMAWAT
11	AIET-Jaipur ✓	14EAIEC024	DEEPIKA SINHA
12	P.V AIET-Jaipur ✓	14EAIEC027	DIVYA PRAKASHI
13	AIET-Jaipur ✓	14EAIEC028	DIVYANSHU JAIN
14	P.V AIET-Jaipur ✓	14EAIEC029	GAGAN KHANDELWAL
15	AIET-Jaipur ✓	14EAIEC034	JITENDRA MEENA
16	AIET-Jaipur ✓	14EAIEC039	KULDEEP
17	AIET-Jaipur ✓	14EAIEC041	LAKSHYA JOSHI
18	AIET-Jaipur ✓	14EAIEC043	MADAN PANDIT

  
Head IPG  
HEAD  
Dept. of Training & Placement  
Arya Institute of Engg. & Tech. JAIPUR

  
Director-AIET

CO - Company Coordinators  
PV - Placement Volunteers





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## Students Representative List



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#### Students Representative List

S. No.	University Roll No.	Name Of Students	Male/ Female	Duty In charge
1	14EAIEC001	ABHINANDAN KUMAR	MALE	Dance
2	14EAIEC005	ACHAL JAIN	MALE	Inauguration
3	14EAIEC020	BAJRANG BALI SHARMA	MALE	Dance
4	14EAIEC023	DEEPAK SINGH	MALE	Valedictory
5	14EAIEC024	DEEPIKA SINHA	FEMALE	Stage
6	14EAIEC026	DINESH KUMAR	MALE	Dance 1
7	14EAIEC030	GAURAV VERMA	MALE	Dance 2
8	14EAIEC043	MADAN PANDIT	MALE	Sitting arrangement
9	14EAIEC052	NARESH JATAV	MALE	Food
10	14EAIEC053	NEERAJ SINGH YADAV	MALE	Food
11	14EAIEC054	NEHA SHARMA	FEMALE	Food
12	14EAIEC061	PRABHAT KUMAR	MALE	Costume
13	14EAIEC062	PRASHANT KUMAR	MALE	Costume
14	14EAIEC065	PUNEET SHARMA	MALE	Sponsorship
15	14EAIEC068	RAVI KUMAR CHAYAL	MALE	Sponsorship
16	14EAIEC078	SHALU KUMARI	FEMALE	Sponsorship
17	14EAIEC088	SHREYA BHARTI	FEMALE	Sound
18	14EAIEC091	SUDARSHAN CHAKRA MANDAL	MALE	Panel
19	14EAIEC098	VIPIN GUPTA	MALE	Panel2

  
Cultural Committee Head



  
Director - AIET-Jaipur





## ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, JAIPUR Standard Operating Procedure (SOP) for Mess & Hostel



Date – 12-10-2018

#### Standard Operating Procedure (SOP) for Mess & Hostel

##### **1. Hostel Rules and Regulations**

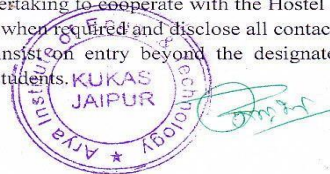
- i. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
- ii. Rules to be displayed on the hostel Notice Board also.
- iii. Duplicate keys will only be made on application received from students by the Hostel Warden/s.
- iv. Complaint form/Register to be provided to students by the Hostel Warden/s.
- v. Any cleanliness matter is to be brought in the notice of the Hostel Warden/s.
- vi. Mess to be informed about non-availability of students.
- vii. Food is only to be served in the room after depositing Identity card in case of illness.
- viii. Hostel Main Gate is to be closed at 10.30 pm. No student is allowed to enter after 10.30 pm.
- ix. Inspection to be done by Hostel Committee.
- x. Standard Night out forms to be provided with undertaking.
- xi. Suggestion Form is to be provided by the Hostel Warden/s.
- xii. Suggestion Box provided in the hostel to be opened every 15 days by the Hostel Warden/s in the presence of the competent authority of the Institute i.e. Director General/Director/Dean (A) and the Student representative.

##### **2. Admission Process**

- i. Provisional admission will be given in the hostel based on academic performance in the previous semester.
- ii. Students should apply one month before the last working day of previous semester for hostel accommodation.
- iii. Application form with attached one stamp size and one passport size photograph will be submitted to the Campus Administrator or Warden for hostel accommodation.
- iv. Admission form for hostel accommodation has to be endorsed by the competent authority of the Institute.
- v. Admission in the hostel will be provisional subject to Allowed to Keep Term (ATKT) Rule.
- vi. Room inventory Form to be filled during check-in and check-out by the students in the hostel.

##### **3. Issues Related to Parents/ Relatives/Visitors**

- i. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- ii. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.





## ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, JAIPUR

### Standard Operating Procedure (SOP) for Mess & Hostel



#### 4. Use of Electronic/Electric items

- i. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for property. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- ii. Interchange of Furniture/Fixture: Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- iii. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

#### 5. Celebration of Birthdays

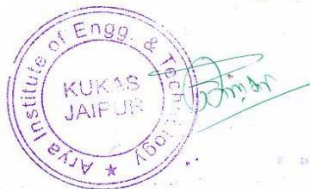
- i. It shall be with prior written permission of the Hostel Warden/s or of any Higher Authorities of the Institute such as General Manager / State Manager
- ii. It shall be held in a common place for one to two hours i.e. between 6.00 pm to 8.00 pm only.
- iii. There shall not be any kind of physical discomfort.
- iv. No outside guest will be allowed.
- v. Violation of the rule shall be penalized.

#### 6. Attendance of Students in Hostel

- i. Attendance of the students in the hostel will be taken strictly between 8.00 pm to 9.00 pm during dinner.
- ii. Any student if found absent in his allotted room during attendance time will be fined as per rules.

#### 7. Medical Issues / Emergency

- i. Student will inform warden and immediate available medical assistance will be given by doctor.
- ii. Ambulance service is available in case of emergency.





## ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, JAIPUR

### Standard Operating Procedure (SOP) for Cultural Activities



Date – 12-10-2018

### Standard Operating Procedure (SOP) for Cultural Activities

**Objective:** To elaborate the procedure for conducting Technical & Cultural Symposium.

**Responsibility:**

- All the teaching/non-teaching staff members
- Class tutors
- Event coordinators
- Institution (overall) coordinator
- Heads of the respective Departments
- Principal of the institution

**Procedure:**

S No.	Activities	Responsibility	Target dates/days
1.	Preparation and submission of a Technical symposium proposal to the Management Trustee	Principal & HoDs	-
<b>The following details has to be done as preparatory work</b>			
1.	Selection of name and theme for the symposium	HOD + F.C	1 Week
2.	Selection of month and date to conduct the event	F.C + S.C	1 Week
3.	Selection of organizing committee members from each department and event coordinators (staff and students)	Principal	
4.	Discussion and finalization of events to be conducted by each department	F.C + S.C	1 Week
5.	Selection of venue and timing schedule to conduct events	HOD + F.C	1 Week
6.	Design of website, posters and invitation for the event	S.C + HOD	2 Week
<b>The following details has to be prepared for conducting events</b>			
1.	Preparing the call for papers for paper and poster presentation with topics and themes	HOD	2 Week
2.	Publicize the call for papers (via a website, email, regular mail) with deadline for paper submission	F.C + S.C	2 Week
3.	Find reviewers and establish their area of expertise	HOD	3 Days

# F.C – Faculty Coordinator  
S.C – Student Coordinator





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## ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, JAIPUR

### Standard Operating Procedures placements Committee



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Date – 12-10-2018

### Standard Operating Procedures Placements Committee

- 1) Students should register themselves for placements with Placement Representative (PRs) in the beginning of the 6th Semester.
- 2) Placement Representative will collate the data collected and submit to the Placement Officer
- 3) Assessment Test will be conducted to all the registered students to assess the skills of the student.
- 4) Based on the assessment result, training will be organized for all the students, it is mandatory to undergo training if students wants to appear for the selection process,
- 5) On completion of training, students will be reassessed for their improvement in the aptitude skills.
- 6) Based on the company request students database after obtaining willingness from students will be shared with the company.
- 7) Campus recruitment dates will be confirmed on the mutual convenient days.
- 8) Students will be informed about the company visit three days in advance.
- 9) Results will be announced to the students at the end of the recruitment process.
- 10) Once the students receive the offer letter by mail, they have been asked to submit the same to the department staff coordinator and student coordinator.
- 11) Those students who have been selected in the sharing slot companies will be asked to submit the willingness form to the placement officer within a day after declaration of sharing result.
- 12) Those students selected for the internship will submit the internship request form (held in Placement Office) to the Department along with the Internship offer letter received from the company





**Placement Committee Minutes 2020-2021**

**Agenda for the 1<sup>st</sup> meeting of Placement Committee Scheduled to be held at 12:30 PM  
on June 22<sup>nd</sup>, 2021 in the Principal's office**

1. To extend warm welcome to the members present.
2. Review of 2020-2021 placement activities
3. Identifying the prospective companies and inviting them to conduct placement drives in the campus.
4. Planning pre-placement activities and allocation of the same to the committee members.
5. Decisions related to improving the placement no. and students training.

**Minutes of the first meeting of Placement Committee held in the Principal's office:**

**Members present**

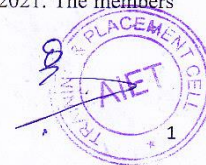
Name	Designation
Dr. Surendra Sharma	Director
Mr. Shubham Mahajan	Placement Cell in-charge
Mr. Dheeraj Srivastava	HOD (EC)
Dr. Manish Kumar	HOD (CS)
Radhika Sharma	Student Representative
Vivek Mathur	Student Representative
Ujjwal Shrivastava	Student Representative

**Item No. 1: To extend warm welcome to the members present**

The Chairperson/ Fr. Principal extended warmth welcome to all the members present.  
The members took note of the same.

**Item No. 2 To take note of the minutes of the previous meeting held on April 2020**

Mr. Shubham Mahajan, Placement Officer, placed before the meeting the minutes of the previous meeting and report on placements for the year 2020-2021. The members took note of the same.





**ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY,**  
**JAIPUR**  
**Placement Committee Minutes 2020-2021**



**ARYA Institute of Engg. & Technology (AIET)**

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**Item No. 3 Review of 2020-2021 placement activities**

A brief discussion of the challenges faced during placement activities of 2020-2021 and resolutions were made for smooth conduct of placement activities for the year 2021-2022.

**Item No. 4: To identify the prospective companies and inviting them to conduct placement drives in the campus**

The Committee members and Placement officers in consultation with the Principal identified the list the companies to be invited for the campus placements for the academic year 2020-2021:

Cisco Systems Pvt. Ltd.	Metacube Software Pvt. Ltd.	Jaro Education
WM Global Technology Services Pvt. Ltd.	Wipro Ltd.	Infosys Ltd.
Global Logic	Accenture Ltd.	Tech Mahindra
L&T Infotech	Pinnacle Infotech Solutions	Byju's
Consultadd	Persistent System	Prolifics
Tata Consultancy Services (TCS)	Dash Technologies	Mphasis
Daffodil	Habilelabs Pvt. Ltd.	
Appcino (Xebia)	MTX IT Consulting Services	

The schedule of the campus placements is finalized by the Placement Officer in consultation with Principal and the Management.

Accordingly, the following resolutions were passed.

“Resolved that the Placement Officer be and is here by authorized to finalize the list of companies, in consultation with the Principal, as placed before the meeting.”

“Resolved further that the Placement Officer be and is here by authorized to finalize schedule of campus placements for various courses in consultation with company executives of the company concerned and the Principal of the college.”





**Item No. 5: To Plan pre-placement activities and allocation of the same to the committeemembers**

The Placement Officer apprised members the pre-placement activities planned are:

- Placement orientation seminar to all the final year students by the month end of June.
- Display of Placement Drive schedule, Company Profile, Job Criteria, Charts related career options, career orientations on the notice board.
- Registration forms to be distributed and collected by end of August.
- A minimum of 3 new companies to be added in the


Cliental List. The members discussed the matter and passed following resolution.

“Resolved that the pre-placement activities and assigning the tasks and activities to the persons concerned as per the schedule placed before the meeting be and is here by approved.”

The meeting concluded with vote of thanks to the chair.

Date: 22<sup>nd</sup> June 2021

Place: Principal's Office

  
Head, Training & Placement Officer 22/06/2021





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## Placement Committee 2020 -2021



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AIET/PC/2020/13/10/01

Date: 13-10-2020

To  
All the Members of  
Placement Committee  
Arya Institute of Engg. & Technology, Jaipur

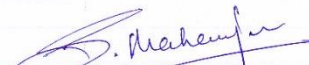
### MEETING NOTICE

This is to inform that the meeting of the Placement Committee will be held on **16<sup>th</sup> October, 2020 (Friday)** in the Main Board Room at **12:00 PM**.

The agenda of the meeting is as follows:

- To confirm the minutes of last meeting and progress made.
- To discuss on the issues of checking the functioning of CSR classes and company specific classes after college hours.
- To discuss implementation of mock GDs/PIs for non CS/IT students.
- Any other matter with permission.

All members are requested to attend the meeting as per the given schedule.

  
(Mr. Shubham Mahajan)  
Convener

Copy to:-

- Principal Sir
- Director Sir
- HOD's all department
- Registrar





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AIET/PC/2020/15/10/01

Date: 15-10-2020

### Notice

#### MINUTES OF MEETING

Meeting Held On 16<sup>th</sup> October, 2020 at 12:00 P.M.

#### Agenda of the Meeting – To Start Campus Recruitment Training Program for 2021 Batch

##### Following Members were present:-

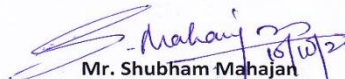
- Mr. Shubham Mahajan – Convener
- Mr. Ashesh Sharma – Co-Convener
- Mr. Pawan Sen – Member
- Mr. Sandeep Jhamb – Member
- Mr. Manish Kumar - Member
- Ms. Aabha Sharma – Member
- Mr. Ravindra Maan – Member
- Mr. Indra Kishore – Member
- Mr. Rajkumar Kaushik - Member

##### The following members were absent

- All present

Mr. Shubham Mahajan the Head of the Committee delivered the welcome note and welcomed Mr. Ashesh Sharma as SDC member.

1. Item No. 1/PC
  - a. The minutes of last meeting of Alumni Committee were approved unanimously.
2. Item No. 2/PC
3. Item No. 3/PC
  - a. All the member of the committee discussed about the placement and training status of their respective departments. Also Mr. Shubham Mahajan asked to identify students for special training for dream packages.

  
Mr. Shubham Mahajan  
Convener

##### Copy to:-

- Principal
- Director Sir
- HOD's all department
- Registrar





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AIET/PC/2021/22/02/01

Date: 22-02-2021

To  
All the Members of  
Placement Committee  
Arya Institute of Engg. & Technology, Jaipur

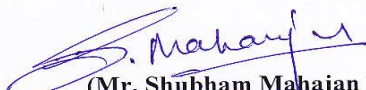
### MEETING NOTICE

This is to inform that the meeting of the Placement Committee is scheduled on **26<sup>th</sup> February, 2021 (Friday)** in the Main Board Room at **3:00 PM**.

The agenda of the meeting is as follows:

- To confirm the minutes of last meeting and progress done.
- To discuss the data matrix and data format required for NAAC Accreditation purposes.
- To discuss issues of CRT programme and to implement special / extra classes for slow learner.
- Any other matter with permission.

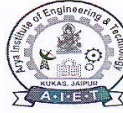
All members are requested to attend the meeting as per the given schedule.

  
(Mr. Shubham Mahajan )  
Convener

Copy to:-

- Principal Sir
- Director Sir
- HOD's all department
- Registrar





AIET/PC/2021/25/02/01

Date: 25-02-2021

### NOTICE

#### MINUTES OF MEETING

Meeting Held On 26<sup>th</sup> February, 2021 at 3:00 P.M.

Agenda of the Meeting : To review the placement graph till date also conduct a session for Non-Placed students

**Following Members were present:-**

- Mr. Shubham Mahajan – Convener
- Mr. Ashesh Sharma – Co-Convener
- Mr. Sandeep Jhamb – Member
- Mr. Manish Kumar - Member
- Ms. Aabha Sharma – Member
- Mr. Pawan Sen – Member
- Mr. Indra Kishore – Member
- Mr. Rajkumar Kaushik - Member

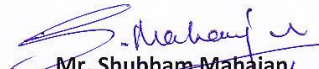
The following members were absent

- Mr. Ravindra Maan – Member

Mr. Shubham Mahajan the Head of the Committee delivered the welcome note.

1. Item No. 1/PC
  - a. The minutes of last meeting of Alumni Committee were approved unanimously.
2. Item No. 2/PC
3. Item No. 3/PC

All the member of the committee discussed about the CRT status of their respective departments and CRT course coverage and to review feedback from students. Also Mr. Shubham Mahajan suggest to prepare CRT/ Training comparison graph from last year.

  
Mr. Shubham Mahajan  
Convener 25/02/21

Copy to:-

- Principal
- Director Sir
- HOD's all department
- Registrar





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AIET/PC/2021/20/03/01

Date: 20-03-2021

To  
All the Members of  
Placement Committee  
Arya Institute of Engg. & Technology, Jaipur

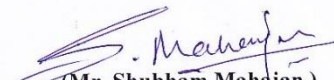
### MEETING NOTICE

This is to inform that the meeting of the **Placement Committee** will be held on **24<sup>th</sup> March, 2021 (Wednesday)** in the Main Board Room (AIET) at **2:30 PM**.

The agenda of the meeting is as follows:

- To confirm the minutes of last meeting and progress done.
- To check and discuss on filing work and data preparation for accreditation committee.
- To discuss the planned activities for the developments of the students.
- To start course on 3D design for mechanical branch students under CRT in terms of extra technical classes.
- Any other matter with permission.

All members are requested to attend the meeting as per the given schedule.

  
(Mr. Shubham Mahajan)  
Convener

Copy to:-

- Principal Sir
- Director Sir
- HOD's all department
- Registrar





# ARYA Institute of Engg. & Technology (AIET)

(Affiliated to RTU | Approved by AICTE, New Delhi)

- SP-40, RIICO Industrial Area, RIICO-Kukas, Jaipur-302028
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AIET/PC/2021/23/03/01

Date: 23-03-2021

### NOTICE

#### MINUTES OF MEETING

Meeting Held On 24<sup>th</sup> March, 2021 at 2:30 P.M.

#### Agenda of the Meeting : Review the final Placement Status

##### Following Members were present:-

- Mr. Shubham Mahajan – Convener
- Mr. Ashesh Sharma – Co-Convener
- Mr. Pawan Sen – Member
- Mr. Manish Kumar - Member
- Ms. Aabha Sharma – Member
- Mr. Ravindra Maan – Member
- Mr. Indra Kishore – Member
- Mr. Rajkumar Kaushik - Member

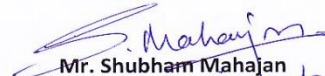
##### The following members were not present

- Mr. Sandeep Jhamb - Member

Mr. Shubham Mahajan the Head of the Committee delivered the welcome note.

1. Item No. 1/PC
  - a. The minutes of last meeting of Alumni Committee were approved unanimously.
2. Item No. 2/PC
3. Item No. 3/PC

All the member of the committee discussed about the placement status of their respective departments. Also Mr. Shubham Mahajan suggest to prepare placement comparison graph from last year.

  
Mr. Shubham Mahajan  
Convener

##### Copy to:-

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- HOD's all department
- Registrar

