ATME®

College of Engineering

STUDENT HANDBOOK

CONTENT

1.ABOUT THE HANDBOOK……01

1.2 ABOUT ATMECE ……..…..…….……..02

2.CONTACTS OF KEY PERSONNEL……15

3.ACADEMIC CALENDAR AND IMPORTANT DATES……..…16

4. ACADEMIC PROGRAMS……17

5. CAREER GUIDANCE AND PLACEMENT SERVICES…….....18

6. GRIEVANCE REDRESSAL MECHANISM……..…20

7. STUDENT LIFE……..…..……23

8. PROCEDURES FOR COURSE REGISTRATION, WITHDRAWAL, & RE-ADMISSION……37

9.SAFETY AND SECURITY……..……..…...38

10.APPENDICES…….39

STUDENT ACCEPTANCE……..……40,41

1.ABOUT THE HANDBOOK

Hearty welcome to ATME Family!!

Welcome to the Student Handbook for Engineering Graduates! This comprehensive handbook has been specially designed to empower you as you embark on your journey as an engineeringgraduate student.

This handbook provides insight about the facilities available inthe institution, the students' centric policies and the guidelines. This serves as a valuable companion throughout your graduatestudies, helping you make informed decisions, overcome obstacles, and maximize your potential. Embrace this opportunity to push the boundaries of your understanding, contribute to the field of engineering, and embark on a rewarding career that contributes to the Nation.

1.1 WELCOME NOTE FROM THE PRINCIPAL.

I, on behalf of the management and faculty of ATME College ofEngineering, welcome students to college for the academic year2023-24. We wish you the very best in all that you seek to do andwe will do our utmost to help you realize your goals and dreams. Each student is issued a student's handbook at the beginning of the academic year and this will provide the students the opportunity to manage their pace of learning and to enable them to monitor their academic performance and progress as well as their involvement in co-curricular activities. This handbook cum diary also aims to keep pupils and parents informed of the policies and procedures pertaining to thecollege through the various sections on the code of conduct, discipline matters and other relevant information about the college as well as university norms.

Wishing you a great academic career

Dr. L. Basavaraj, Principal

1.2 ABOUT ATMECE

- ATME College of engineering is founded by a group of like-mindedtechnocrats in 2010. Founders manage various kinds of enterprises like infra companies, manufacturing units, and IT service.Founders are aware of the need of the industry and trying to cater to such needs by developing industry-ready engineers through ATMECollege of Engineering.
- ATME College of Engineering has created state-of-the-infrastructure with 3 lakh sq. ft. of built-up area, state of the art labs, a cluster of seminar halls & Auditorium with all modern gadgets, Library, Central computing facility, etc. All this has been done within a span of 10 years and can proudly be said that our infra is at par with any institution with a standing of 20-25 years.
- It's not only the infra, but also the kind of faculty profile ATMECE hasengaged, Teaching Learning Process adopted, student support system put in place, Co-curricular & extracurricular activities being conducted, and Placement achieved within this shortest span of time is significant.
- ATMECE has been fostering Industry-Institute interaction on a regular basis. ATMECE has entered to MOUs with many industries likeTOYOTA for Internships, Placement, Skill enhancement, Research & Development etc., Reputed companies like CISCO, Texas Instruments, Ferns Technologies have set up their labs and Training centers in the college campus.
- Research is one more area where ATMECE is doing extremely good.ATMECE has 6 Research Centre with qualified faculty members. A few Research scholars are carrying out research work in the college. Faculty members are actively working on the Research publications & Consultancy projects.
- ATMECE must fold the credentials of being NBA Accredited, NAAC Accredited, ISO Certified and ranked GOLD by QS I-Gauge. Theinstitute has also established the Institute Innovation Council (IIC) to encourage innovation and start-ups. Recognized as one of the clean campuses by AICTE, ATMECE has received

"Best Emerging Private Engineering College" award in the year 2012 and 2013 by MHRD and many more.

- ATMECE has created an ecosystem where education is just not limited to academics; it extends beyond the classrooms & labs to industry interactions, cultural, social and sports events for the holistic all-round development of the students.

1.3 VISION, MISSION, QUALITY POLICY & CORE VALUES

1.3.1 VISION

Development of academically excellent, culturally vibrant, socially responsible, and globally competent human resources.

1.3.2 MISSION

Mission 1: To keep pace with advancements in knowledge and make the students competitive and capable at the global level.

Mission 2: To create an environment for the students to acquire the right physical, intellectual, emotional, and moral foundations and shine as torchbearers of tomorrow's society.

Mission 3: To strive to attain ever-higher benchmarks of educational excellence.

1.3.3 QUALITY POLICY OF ATMECE

ATMECE is committed to excellence & quality in all its deeds i.e., Teaching, R&D and consultancy to groom top-notch professionals, entrepreneurs and leaders in different fields ofengineering, technology and management".

1.4 THIS WILL BE ACHIEVED BY TOTAL COMMITMENT TO:

- Enhance the satisfaction index of all the stakeholders by ensuring 100% success in all semester examinations. This will be assessed per semester.
- An annual up gradation of teaching /training eminence will be carried out to enhance the number of higher grades in examinations by 5% every year over the previous year.
- To instill entrepreneurial skills among students by providing necessary guidance, which are nurtured periodically?
- Interaction of Industries & Corporates with college will be amplified by offering more Guest Lectures, Seminars,Symposiums and Conferences, which helps students to keep pace with the latest developments in the field of Science andTechnology and to create "Industry-ready" students to place 100% of them in reputed industries.
- Value, support and recognize excellence in teaching by academic staff and to encourage research-mindedness by involving them more in R&D activities.
- Achieve Accreditation of the highest grade from NBA within the shortest possible time.

1.5 CORE VALUES

- ETHICS
- INTEGRITY
- EXCELLENCE
- COLLABORATION
- SOCIAL RESPONSIBILITY

1.6 GENERAL INFORMATION

1.6.1 CAMPUS MAP AND KEY LOCATIONS.

- ATMECE was established in year 2010; the Campus is situated on the Mysuru - Kanakapura – Bengaluru Road, at 13kms from city bus stand. The campus is in a serene environment with lush green ambiance with an emphasis on learning with no distractions and disturbance.
- State-of-the-art infrastructure amidst greenery is the hallmark of the college wi th wide varieties of trees and plants. A choice of seminar halls, well equipped labs, library, auditoriums, secure hostels, a sewage water treatment plant, solar plant, Wi-Fi access, ICT (Information and Communication Technology) classrooms and multi-sports grounds with sports facilities add to the ambience of this Institution of higher learning.

1.6.2 AUDITORIUM:

The ATME College of Engineering has developed a state-of-the-art campus with the latest and most moderneducational facilities. In line with this, have an Auditorium equipped with a superior audio video system with Video conferencing facility which is auto controlled without human interference

logically controlled and modulate the music and input source.

HIGHLIGHTING FEATURES OF AUDITORIUM

- Complete soundproof acoustic with aesthetic woodwork
- 400 plus Seating capacity with Foldable Writing pads
- Superior audio video system with Video conferencing facility
- Hall air-conditioned capacity- 60 tons Ducted AC units

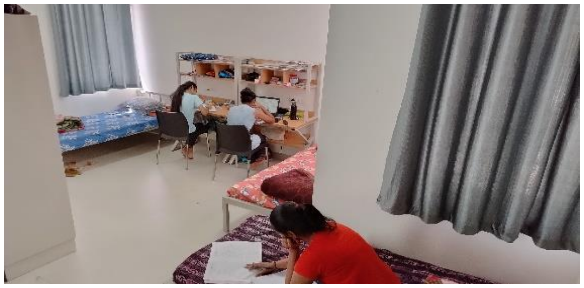
1.6.3 LIBRARY

The library is centrally located, and the state-of-the-art libraryis spread over 700 Sq. Mtrs on two levels with 250 seating capacity. The ground floor acts as a lending section and the first-floor acts as a reference section.

The library is well protected with fire alarm, CCTV-Surveillance. It has specialized collections of Books, Journals and resources in Sciences, Engineering and Humanities, ranging from printed books, E-Books, E-Journals, Back volumes, and CDs/DVDs. Thelibrary has NPTEL and Edu sat Videos. It is a fully automated library predominantly related to Engineering, Technology, and allied subjects.

Look into Library at https://atme.edu.in/library-3/library/

1.6.4 HOSTEL FACILITY



ATMECE hostel rooms are comfortably furnished and make for agood home away from home. Girls and boys have separate blocks, and each block has a fixed capacity. There is a range ofaccommodation options to choose from, for students' convenience. The room contains 3 sets of Bed, Mattress, Almira, Chair, Study Table and Cabinet for each student.Accommodation is available for up to 470 students.

In this kind of accommodation, students have access to aqua guard for hot, cold and normal drinking water and otherleisure/sports activities within the hostel premises. Also includes the following facilities:

- 24×7-hour CCTV Security.
- 24×7 electricity and water supply in the hostels
- Housekeeping services are provided in hostels during the day andnight.
- Provides medical assistance to the students.
- In house transport services for medical emergencies
- 24×7 Security Service.
- Wi-Fi Enabled.
- The hostel is supervised by the wardens who ensure that utmostcare is taken to provide the best amenities to the students.
- Mess Serve wholesome and hygienic food.
- To make the stay of the students a pleasant one they are constantly involved by organizing various celebrations and events.

READ ATME HOSTEL POLICY AT
https://atme.edu.in/wp-content/uploads/2023/10/ATMECE- HOSTEL-Rules-Regulation-V3-.pdf

1.6.5 AMPHI THEATRE

An amphitheater is a semi-circular or elliptical open-air venuewith tiered seating rising around a central performance area. Itevokes the ancient Roman amphitheaters used for gladiatorial contests and public spectacles, but in a college setting, it servesa variety of purposes.

- Hosting outdoor events
- Holding lectures and presentations
- Providing a space for student gatherings
- Creating a scenic outdoor space

Overall, the college Amphitheatre is a versatile and valuable space that can be used for a variety of purposes. It is a place forlearning, entertainment, and socializing, and it adds a unique element to any college campus.

1.6.6 CAFETERIA

ATME has an in-house cafeteria to cater to the appetite of its students and staff. The clean, hygienic food makes you feel at home immediately and the pricing is just right for the students.

The college cafeteria is open to students, staff, community members, and any other visitors to the campus. The cafeteria shall serve a hot breakfast, lunch, and snacks during all working days. The cafeteria has a wide menu ranging from Indian to Continental to Chinese to help the students/visitors/members coming from diverse backgrounds. The canteen is hygienicallymaintained to ensure the health and safety of all its students.

The fully equipped canteen serves delicious vegetarian food and is open from 8.00 AM to 5.00PM.

1.6.7 SPORTS

ATME pursue the mission not only because fitness is a key component to a well-rounded liberal arts education, but because recent research shows that regular physical activity enhances memory, improves cognition and problem-solving abilities, and elevates one's overall sense of well-being.

To prepare physical education leaders of high academic caliber, with a holistic development of body, mind and spirit nurtured with a strong commitment to serve humanity.

The department of physical education and sports of ATME College of Engineering, Mysuru was established in 2010 and has engraved a name for itself in several sports activities in VTU level and State level namely Softball, Baseball, Handball, Cricket, Throw Ball, Weightlifting, Hockey, Wrestling, Best Physique, TableTennis Wrestling and other games.

READ MORE ABOUT SPORTS AT

https://atme.edu.in/sports/about-the-department/

1.6.8 DEPARTMENT OF CIVIL ENGINEERING

The Department of Civil engineering has grown tremendously over the years. With this small span of time the department hasnurtured young minds to produce bright able civil engineers to the society. The department has expertise in almost the entire spectrum of civil engineering, namely in Highway technology, Planning, Design, Construction and Management. The department with its multifaceted faculty continues to maintainand cultivate its strong links with infrastructural industry, academics, and research Along with the curricular thedepartment encourages its students to take part in various cultural-sports-art festivals in and around the country.

Various lab facilities are provided to students here. The labs here provide expertise in Structural Engineering, Transportation Engineering, Geotechnical Engineering, Environmental Engineering, Hydraulics and Surveying. With this state of art infrastructure, the students involve them in research with the guidance of expertise faculties.

Read more at https://atme.edu.in/civil-engineering/about-the-department

1.6.9 DEPARTMENT OF ELECTRICAL ENGINEERING

The Department of Electrical and Electronics Engineering started in the year 2010 with an intake of 60 students. Presentlyabout 200 students are on rolls from second to fourth year. Thedepartment is recognized as a research center by VisvesvarayaTechnological University (VTU), Belagavi to offer PhD and M Sc (Engg.) programs.

The department has well qualified and experienced faculty members with specialization in Power systems, Power Electronics, Energy Systems & Management, CAID, Bio-MedicalSignal Processing & Instrumentation and VLSI Design & Embedded systems. All the laboratories relevant to the programare established as per VTU and the department is highly committedto bring-in the state of art research laboratories to provide quality education for present challenging societal and industrialneeds.

Read more at

https://atme.edu.in/electrical-and-electronics-engineering/e e-about-the-department/

1.6.10 DEPARTMENT OF MECHANICAL ENGINEERING

The Department was established in 2010 with an intake of 60students and the present intake is 30 students affiliated to Visvesvaraya Technological University. The Department has a total built area of 2000 sq. m. with well-equipped laboratories.

and state-of-the-art facilities to foster the growth of students.

The Department is recognized as a Research Centre by VTUduring 2015-16. The Faculties of the Department are actively involved in research and consultancy work in the areas of Composite Materials, Fracture Mechanics, Fuels & Lubricants, Energy Systems Engineering and Renewable Energy.

Read more at
https://atme.edu.in/mechanical-engineering/about-mechani cal-department-2/

2. CONTACTS OF KEY PERSONNEL

Sl NO	NAME	Designation	Mobile NO
1	Dr. Basavaraj. L	Principal, HOD E&C	9448285641
2	Dr. Sachidananda Murthy K L	Administrative officer	9448678271
3	Dr. Bhagyashree. S.R	Dean (Research)	9900110944
4	Dr. Srinivasa K	Dean (Student Affairs)	9945045415
5	Dr. Chethan S	In charge Dean (Academics), HOD, ME	9535844988
6.	Dr. Parthasarathy L	HOD, Dept of EEE	9035064022
7	Dr. Putte Gowda D	HOD, Dept of CSE	9900622014
8	Dr. Nasreen Fathima	HOD, CD	9986617206
9	Dr. Anil Kumar C J	HOD, AI&ML	9900477621
10	Mr. Manu Vijay	HOD, Dept of CE	9738601201
11	Dr. Anitha D B	HOD, DS	9731251316
11	Dr. Mahesh Lohith	HOD, Dept of Physics	9845206504
12	Dr. Avinash K	HOD, Dept of Chemistry	9148623123
13	Dr. Pavithra M S	Assoc Prof, Dept of MCA	9945539836
14	Mr. Sudhakar N	HOD, Dept of Mathematics	9480573571
15	Mrs. Lakshmishree	Training and Placement officer	8722188881
16	Mrs. Priya	Librarian	8970331642
17	Dr. Muralidhar. M.P	Physical education Director	9611551921
18	Mr. Rudresh A N	NSS Program Officer	9743580290
19	Mr. Nannayya H.M	Senior administrative Assistant (Fees Section)	9448678271
20	Mr. Nagesh	In charge-Exam section	9886975772
21	Mrs. Leelavathi	Warden (Girls Hostel)	7899571411
22	Mr. Raghavendra	Warden (Boys Hostel)	9590828662
23	Mr. Hemanth B R	Transportation	7026251531

3.ACADEMIC CALENDAR AND IMPORTANT DATES

Semester	Important Events	Dates
1st Semester	Start of the semester Last Working Day	17th September 2024 31st January 2025
3rd Semester	Start of the semester Last Working Day	9th September 2024 21st Dec 2024
5th semester	Start of the semester Last Working Day	9th September 2024 21st Dec 2024
7th Semester	Start of the semester Last Working Day	9th September 2024 21st Dec 2024

4. ACADEMIC PROGRAMS

UG-PROGRAMS	
Branches	**Intake**
Civil Engineering	60
Computer Science & Engineering	120
Computer Science Engineering (AI & ML)	60
Computer Science and Design	60
Computer Science Engineering (Data Science)	60
Electronics and Communication Engineering	120
Electrical & Electronics Engineering	60
Mechanical Engineering	30
Computer Science & Engineering (Cyber Security)	60
Robotics and Artificial intelligence	60
Bachelor of computer application (BCA)	60
PG-PROGRAMS	
Master of Computer Applications	120
Master of Business administrations	60

5. Career Guidance and Placement Services.

ATME College of Engineering has a dedicated Career Guidance and Placement Cell (CGPC) that assists students in making informed career choices after completing their engineering education.

The CGPC provides facilitation and encouragement tostudents in the areas of

- Placement
- Higher education
- Entrepreneurship
- Civil services.

The cell is committed to providing comprehensive guidance andsupport to help students explore various career options and choose the one that best suits their interests, skills, and goals.

Read more about Career Path: https://atme.edu.in/career-path/

5.1 TRAINING - ROAD MAP

The road map is designed to provide students with structured training in Communication skills, soft skills, Aptitude, domain-specific technical training, and pre-placement training.

Semester	Skills & Training offered
II	**Communication skills:** In the Second Semester, the focus is on Communicationskills, where students are trained in the basics of Englishlanguage proficiency, including grammar, vocabulary, and pronunciation. They are also trained in effective communication skills, such as listening, speaking, and writing. This training helps students to develop their

	confidence and proficiency in using English as a medium of communication.
III	**Soft Skills:** In the Third Semester, the focus shifts to Soft Skills training, where students are trained in skills such as teamwork, leadership, time management, problem-solving, and interpersonal communication. This training helps students to develop their overall personality and improve their employability skills.
IV, V,VI, VII	**Aptitude training:** In the Fourth semester, the focus is on Aptitude training, where students are trained in logical reasoning, quantitative aptitude, and verbal reasoning. This training helps students to prepare for various competitive exams and placements
IV, V,VI, VII	**Domain-Specific Technical Training:** In the Fourth, Fifth, Sixth and Seventh Semester, the focus shifts to **Domain-Specific Technical Training**, where students are trained to acquire required skillsets in a particular career path. ATME is partnered with reputable companies and organizations to provide our students with the best possible training and certification opportunities. These programs are designed to provide in-depth knowledge and skills in specificdomain, and often include hands-on training, practical applications, and industry-relevant projects.
VII	**Pre-placement training:** In the Sixth semester, the focus is on Pre-placement training, where students aretrained in skills such as resume building, interviewskills, group discussions, and mock interviews. This training helps students to prepare for the placement process and improve their chances ofgetting placed in reputed organizations

To summarize, the semester-wise road map developed by ATME College of Engineering is a well-structured and comprehensive training program that empowers students with a wide range of skills that are essential for their academic and professional success. With this training, students are well-prepared to face the challenges of the rapidly evolving job market and achieve their career goals.

6. Grievance Redressal Mechanism.

Grievance Redressal

In accordance with All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Legal112012, dated 25.05.2012 a Grievance Redressal Committee has been constituted. The objective of Grievance Redressal Committee is to prevent regarding unfair practices, alleged discrimination, and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to students and stakeholders for Redressal of their grievances.

Objective: It is to deal with complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

The Roles & Responsibilities of Grievance Committee is as under.

- The Grievance Redressal Committee shall consider all grievances submitted in writing or online by an individual member of the Institution regarding employment/ association, working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties at the Institution.

- The member secretary shall call for a meeting and the member Secretary shall present the case before the committee for resolution. Both the complainant and the respondent need to be present along with any other personwhose presence is required for the speedy resolution of the grievance.
- The Grievance Redressal Committee will study the documents namely, petition/application, the relevant documents, thestatements of complainant, the statements of respondent andstatements of witnesses, and shall discuss with those concerned and submit its recommendations to the Head of the Institution within one month, if possible, but in any case,not beyond three months, for further action.
- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Head of the Institution/ Disciplinary Committee to take appropriate actionagainst the complainant.
- In resolving the grievances before it, the GRC will follow principles of natural justice.
- The Grievance Redressal Committee may mediate between the complainant and respondent, if required.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the "OMBUDSMAN" appointed by the Affiliating University. TheOMBUDSMAN will fix a date for hearing the Complainant whichshall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of theombudsman.

6.1 Stages of Resolution of Grievance

Stage 1 – Once the Student has submitted his/her complaint, itwill be notified to the respective counsellor and the copy of which will be notified to the respective HOD, Principal.

Stage 2 – Immediately the counsellor contacts the students,understand the student's grievance, and give a solution afterdiscussing the issue with the concerned person. Such resolution will be recorded on online Grievance Redressal Module which is reflected to students, respective HoD and the Principal.

Stage 3 – If the student is 'Satisfied' with the resolution by his/her counsellor the grievance matter will be closed. If not, the student will click on the 'Dissatisfied' button and the same matter will be escalated to the respective HOD and a copy to Principal.

Stage 4 – Immediately the HOD contacts the students, understand the student's grievance, and give a solution afterdiscussing the issue with the concerned person. Such resolution will be recorded on online Grievance Redressal Module which isreflected to students, and the Principal.

Stage 5 – If the student is 'Satisfied' with the resolution by the HOD, the grievance matter will be closed. If not, the student will click on the 'Dissatisfied' button and the same matter will be escalated to the principal.

Stage 6 – The principal now looks into the grievance matter andprovides a solution to the issue.

Stage 7 – If the student is 'Satisfied' with the resolution by the principal the grievance matter will be closed. If not, the student will click on the 'Dissatisfied' button and the grievance will be forwarded to the Institute's Grievance Redressal Committee.

7.STUDENT LIFE

7.1Extracurricular activities and clubs.

ATMECE provides a platform for students to exhibit their talentsand skills. It provides a forum through cultural activities for like-minded people to meet each other, exchange ideas and grow into fuller human beings.

The various student forums and clubs in which students can get themselves engaged are as follows.

- Indian Society for Technical Education- ISTE
- The Institution of Engineers (India) - IEI
- Entrepreneurship: E-Cell
- Mechanical Engineering Association-MEA
- ECHELEON
- Innovation Club
- Quantum
- Computer Society of India –CSI

7.2 Housing facilities (if available) and residential life guidelines.

- The ATMECE Hostel Facility comprises of 2 blocks. One block is meantfor girl hostilities and one block for Boys hostilities.

- The hostel facility has been designed and constructed keeping in viewthe conducive ambiance for learning.

- The support staff provided at hostels is to facilitate your stay and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.

- You will have to act as custodians of the property; therefore, its usageshould be done with care. You will be liable to pay for any loss or damage caused to it. In case of loss by a group of hostilities, the residents of the entire floor/building will be fined. This is done with aview to encourage reporting of undisciplined hostilities by the hostilities themselves.

- ATMECE treats all its hostilities equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude towards your roommate and not indulge in any activity that is not in accordancewith the common code of social conduct.

- The hostel provides a cot, a study table, a chair, and a wardrobe. Everyhostel has a limited hour hot water facility, drinking water and visitorlounge.

Read ATME Hostel Policy at

https://atme.edu.in/wp-content/uploads/2023/10/ATMECE-HOSTEL-Rules-Regulation-V3-.pdf

7.3 SPORTS FACILITIES AND ACTIVITIES.

The department of physical education and sports of ATME College of Engineering, Mysuru was established in 2010 and has engraved a name for itself in several sports activities in VTU level and State level namely Softball, Baseball, Handball, Cricket, Throw Ball, Weightlifting, Hockey, Wrestling, Best Physique, TableTennis Wrestling and other games.

Scholarships and Awards in sports

During admission ATME College of Engineering is providing free ship/Scholarship/Fee Concession to 50 students getting admission at 1st year, in recognition of their outstanding achievements in meritorious academic, co-curricular, sports and extra-curricular activities.

- Students of first year, who are selected to represent the VTUteam are given blazers. For the second time of representation,they are given a cash prize from the University.
- Students who win in the Inter university competitionsare given a cash award from the University.
- College Management cash awards & track suits for the students who represent University team in South Zone & All India Inter University tournaments.

7.3.1 SPORTS AIDS:

- All the players will provide attendance for representing the college team in all sports & cultural activities through the principal as per the college norms.
- College management will provide sports uniforms for all the college team players to participate in the VTU Inter Collegiatesports events and provide track suits for achievers.

- There will be an additional internship given to the students if incase they miss the regular internals due to V.T.U inter collegiate tournaments or any prestigious invitational tournament.
- College management will provide entry fee & TA/DA for all the college teams to participate in V.T.U inter collegiate tournaments or any prestigious invitational tournament.

  Read more about sports facilities at

  https://atme.edu.in/sports/about-the-department/

7.4 **Financial Information:**

ATME College of Engineering, Mysuru is a renowned institute offering a variety of undergraduate and post graduate courses.The fee structure for all courses may vary depending on the category of admission.

- The fee shall be paid for the full year during the admission process.
- Mode of fee payment for students is through online transfer or NEFT. Existing students must pay their fee through their student account AIMS.
- Absence with or without leave from the college shall not be an excuse for non-payment of fees on the prescribed date.
- Students are expected to pay the fee for the next higher class and to clear all their dues including fine for breakages or damages before collecting the admission ticket for the Semester End Examination.

  Read more at https://atme.edu.in/fees-structure/

7.4.1 Scholarship and financial aid details.

VIDYAASARE Free ship / Scholarship

As per the resolution passed in 14th Governing Council Meeting of ATME College of Engineering, Free ship/Scholarship/Fee Concession will be

granted to 50 students getting admission atI year, in appreciation of their outstanding achievements in meritorious academic, co-curricular, sports and extra-curricular activities. The concessional fee will be for 50 students on a first come first serve basis. To calculate the concession slab, only the CET ranking will be considered.

Note:

* Tuition Fee concession is extended only for direct Admission under Management quota.

** College & Transportation Fee concession is extended for all (CET, COMED-K & Management) quota seats.

Sl. No.	CET Ranking	Tuition Fee Concession	College Fee Concession	Transportation Fee Concession	Remarks
1	1 to 5000	Free	Free	Free	All 4 Years
2	5001 to 10000	50%	50%	50%	All 4 Years
3	10001 to 20000	25%	25%	25%	All 4 Years
4	20001 to 25000	25%	25%	25%	First 2 Years
5	25001 to 35000	25%	25%	25%	First year only

Regular Student Free ship/ Scholarship Fee Concession

ATME College of Engineering is providing scholarships fortoppers of all Departments for each Academic Year, two toppersof each department are being conferred with scholarships. The 1st topper, 2nd topper of the department will be given scholarship. The student free ship/ scholarship fee concessionrate may vary every year as per the notification by Institution.

7.4.2 Other Scholarships

- State scholarship portal (SSP)- All category students.

- National scholarship portal (NSP)- Minority Students.
- Karnataka State Department of Agriculture (KSDA)- RaithaDayanidhi for the students whose parents are formers.
- AICTE Pragathi and Saksham for girls Students.

https://atme.edu.in/scholarships/#1594274825519-8f1de643-1f1f

7.4.3 Need Based Financial Aid

ATME College of Engineering has decided to encourage the welfare of the students by providing financial support for the students whose financial condition is weak. The eligibility for thisscholarship is solely based on the income of the student's family.

7.4.4 Education Continuity Insurance

- Personal Accidental Insurance coverage for all ATMECE students.
- Covers both on-campus as well as off-campus.
- Covers the medical expenses on hospitalization.
- Provides relief fund of Rs. 2 Lakhs to Parents in case of death ofthe students.

Outstanding fee amount will be paid as a lump sum to the Institution on the accidental death and/or permanent total disability of the earning parent thereby ensuring education continuity of the student.

7.5 STUDENT CODE OF CONDUCT:

Rules and regulations governing student behavior on campus.

ATME-College of Engineering, Mysuru, provides the students with the very best educational experience possible. Discipline isthe key and watchword of ATME to bring balance in every walk of life. The institution believes in developing informal education and inner strength among the students. They

should try to inculcate the same within themselves, which would subsequently be manifested in their external conduct.

To that end, the fundamental purpose of the colleges' student code of discipline is to promote and protect the rights, welfare,intellectual integrity, safety, property, and health of all members of the Institute, as well as to promote the orderly operation of thecollege and to safeguard its property and facilities.

The activities related to bullying, racism, sex, and other antisocial behavior will not be tolerated. The highest standardsof behavior are expected, and the college will take whatever actions are needed to ensure maintenance of the standards. The Institute will ensure that there is no differential applicationof the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, physical disability, etc. Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported to the college authorities.

This code, based on the principle that each student assumes hisor her individual responsibility to abide by it, pertains to any individual who is currently enrolled in any of the Programs offered by ATME and applies to misconduct committed in the college premises or during college related activities off collegepremises. All the students admitted in the college will have to give an undertaking regarding general conduct & behavior.

7.5.1 Disciplinary action for violation of rules and regulations.

- Anybody violating the undertaking given at the time of admission will be expelled from the college.
- The College expects each student to be a model of excellent character. Misconduct will not be tolerated, and disciplinary action will be taken against students who are guilty of violating the policies and regulations of

the College. Disciplinary action will consist of either dismissal from a class with a failing grade or dismissal from the College or both. Disciplinary action will be taken by the principal after a properinvestigation.

- Students shall refrain from any other act which may beconsidered by the Principal or the Discipline Committee to bean act of violation of discipline. Any student:
  - who is persistently insubordinate?
  - who is habitually irregular in attendance or inattentive towork in the class?
  - who is repeatedly or willfully mischievous, or obscene inwords or act?
  - Who is guilty of fraud or malpractices at examinations?
  - who indulges in movements which lead to communal illfeelings or Enmity?
  - Students will be punished according to the prescribednorms.
- These rules of discipline are always subject to change, modification, addition, omission, or alteration and shall be modified, whenever the Management deems it fit and proper.The management is empowered to make or alter any Rules ofthe college at any time.

- If, for any reason, the continuance of a student in the College is found detrimental to the best interest of the college, the concerned student may be asked to leave the college withoutassigning any reasons and the decision will be final and binding on the student.
- Acts of misbehavior, misconduct, indiscipline or violation ofthe Rules of Discipline mentioned herein are liable for one ormore of the punishments as stated below:
  - Warning to the student(s).

- Warning to the student as well as letter to parents.
- Imposition of a fine including collective fines.
- Recovery of pecuniary loss caused to College Property.
- Expulsion from the Department / Hostel / Mess/ Library fora specified period or for the whole Term/Year.
- Refusal of admission in the specific term or academicyear.
- Cancellation of admission.
- Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- Suspension from the Class/Department/College
- Suspension of any other Facilities provided.
- Debarring from an examination.
- Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other bodies.
- Detention
- Expulsion from College for a specified period.
- Disqualifying from further studies, or prohibition of furtheradmission or re-admission
- Rustication.

- As the Principal has the overall responsibility for the maintenance of discipline and proper academic atmosphere in the campus, he shall be the final authority in disposing of disciplinary matter without prejudice in the larger interest ofthe college.
- Matters not covered herein will be decided at the discretion ofthe principal.

- All powers relating to discipline among the students arevested in the principal. The principal may delegate all or any ofhis powers as he deems proper to any of the Officers of the College specified by him. The principal's decision shall be thefinal in all matters of punishment for violation of any of the rules and regulations of the College.
- Any student against whom a charge of misconduct has been made may be suspended from the rolls of the College, pending enquiry or pending trial on a cognizable offence by acourt of law.
- Penalties on the offences relating to Examination will be dealt by the relevant bodies.

7.6 Public Media

Students are not encouraged to pass on their comments, derogatory remarks, disobedience, defaming, & frustratedbehavior in the social media platform.

- A student is prohibited from interacting or speaking on behalfof the college without permission.
- A student is reframed from media about the college matters.
- No student is allowed to approach the media to address the grievance mechanism.
- No student is authorized to share any damaging comments inany of the social media such as face book, twitter, you tube etc., either about the staff, faculty, and other officials of the college
- No student is entitled to post any kind of damaging statementthat may defame the institution and damage the credentials of the individuals such as staff, faculty, co student and any other officials of the college in the social media.

- No student is entitled to violate the cyber law of the land, suchstudents found guilty will be initiate disciplinary action as perthe norms of the institution.
- Students must confine their use of social media for the sake and purpose of academics.

7.7 Social media

A student is prohibited from filming, recording, photographing, posting, or sharing class proceedings, faculty, fellow student and any other individual without consent. In addition, students areprohibited to use social media for the following:

- To harass, threaten, insult, defame or bully another person orentity.
- To violate any College policy
- To engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- To post or store content that is obscene, pornographic,defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
- To post copyrighted content (such as text, video, graphics, orsound files) without permission from the holder of the copyright.
- To post trademarked content (such as logos, names, brands,symbols, and designs) without permission from the trademarkowner.
- Students should express only personal opinions. Never represent yourself as a spokesperson for the College unless authorized to do so. If the College is a subject of the contentyou are creating, be clear and open about the fact that you are a student and make it clear that your views do not represent those of the
- No student is allowed to troll about the college its faculty, staff or about his or her peer in any of the social media.

- No student is allowed to pass unnecessary negative comments, or un parliamentary discussions in the socialmedia.
- In case any of the above said incidences are brought to thenotice of the principal and other administrative authorities, then disciplinary action shall be initiated as per the norms ofthe Institution.

7.8 Consequences of Plagiarism

If a student uses someone else's words or ideas without properly crediting them, a student could be committing plagiarism. The exact consequences of plagiarism depend on the institution's rules and the type of plagiarism. Plagiarism in colleges can be deliberate or accidental, but it almost always has serious consequences. A student that plagiarizes or otherwise engagesin academic dishonesty faces serious consequences. Sanctions may include but are not limited to.

7.8.1 Accidental Plagiarism

If a student unintentionally plagiarizes, and have no previous infractions, then the college will lower a student's grade or fail astudent for the course.

7.8.2 Deliberate Plagiarism

If a student unintentionally plagiarizes, and have no previous infractions, if a student intentionally commits plagiarism (for example, by copying and pasting text or paraphrasing anotherauthor's ideas without citing the source), a student will probably fail the assignment or the course, be subject to disciplinary action, and potentially be suspended. If the college finds that a student has directly plagiarized (i.e. by submitting a paper that is wholly or mostly someone else's work and passing it offas his own), a student could be expelled from the program, college, and university. Then the college will lower a student's grade or fail a student for the course.

7.8.3The common consequences/punishments are.

- Grade penalties.
- Failing in the respective course
- Facing disciplinary action
- Suspension or expulsion from the college
- Failure on an assignment, grade reduction or course failure,suspension, and possibly dismissal.
- Faculty members should consult the Office of the Dean of Student Affairs to determine if a formal complaint should befiled.
- Apart from the immediate consequences, being caughtplagiarizing is likely to result in a black mark on the students'academic or professional record, creating problems for a student's future career.
- To avoid plagiarism, it is essential to properly cite sources inevery piece of writing that one submits.

7.8.4 Penalties for Students (UGC)

Penalties will be given to students according to the decision ofthe Plagiarism Disciplinary Authority (PDA). The punishments given to students for plagiarism for different levels of severity are given below:

Level 1 (10%-40%) – the student will not be given any mark orcredit, and revised script must be resubmitted within a stipulated time period which does not exceed 6 months.

Level 2 (40%-60%) – the student will not be given any mark orcredit, and the revised script is to be resubmitted between 1 year and 18 months.

Level 3 (above 60%) – the student will not be given any mark or credit and their registration for that course will be cancelled.

If a student repeats such act of plagiarism, then the punishmentwill be for the next level to the one previously committed. Thepunishment stays the same and registration will be cancelled incases of the greatest level of plagiarism.

If a degree or credit has already been obtained and the accused has been proven to have plagiarized content, then said degree or credit will be suspended for a stipulated time.

7.9 Projects - No Outsourcing

We are today in the knowledge driven world where knowledge –assets rather than physical – assets and natural assets are considered more relevant in creating competitive and differential advantages. For this reason, attempts are made at micro and macro levels to increase the stock of knowledge assets as a strategic choice for increasing development at diverse levels. A student is assigned project work in their final year or pre-final year to develop a better understanding ofconcepts and methods in a particular subject. A project workwill enhance deeper understanding of the discipline and enhance greater confidence and independence to work in a selected domain or field of technology.

In this process a student is expected to present originality in his project work. An original work is not that work that is received from others, nor one copied from or based upon the work of others. It is a work created with a unique style and substance.The term "originality" is often applied as a compliment to the creation of something new in its own fashion.

7.9.1The important aspects that should be rememberedwhile developing a project are:

- The selection of the project.
- Novelty in work.
- Methodology adopted.
- Dealing with new issues.
- New findings in the project.

7.9.2 A student who is undergoing a project work should not indulge in the following:

- Copy writes violation.
- Plagiarism violation
- Copying an existing project from the same institution or other institution (However a project can be developed by getting inspired from an existing work).
- Completely copying the existing work from the internet or any other source.
- Punishment for copying a project work will be dealt in a similar manner as dealt with the plagiarism issue.

8. Procedures for course registration, withdrawal, & re-admission.

Course Registration: https://atme.edu.in/circulars/#1698908328560-018606ee-4d86

Withdrawal & re-admission: https://vtu.ac.in/en/be-btech/

Note: The College reserves the rights to make suitable changesin the code of discipline as and when required in the interest ofstudent community and the institute.

9.SAFETY AND SECURITY

9.1 Emergency procedures and contacts.

Fire

In the event of fire, the appropriate response is to shut down any equipment near you, warn others nearby, then evacuate and pull the nearest fire alarm. This is the procedure:

1 Call for help.

2 Feel doors, if cool, crack slightly to observe fire.

3 If the fire is small and contained. Get a fire extinguisher.

4 If you cannot extinguish the fire, evacuate immediately, andthen pull the fire alarm.

Contact: Security

9.2 Accident in campus

In the event of an accident where someone is hurt, the appropriate response is to perform standard first aid. Do not panic! Check the status of the victim. If the victim is unconscious, do not move them unless there is immediate danger.

9.3 Guidelines and protocols.

ATMECE has an innate green campus with an experienced and excellent security system on campus, so that our students andstaff stay safe inside and outside of the college premises. The Campus is checked 24X7 by utilizing surveillance cameras, to avoid any inconsistencies from

occurring. We hire experiencedsecurity personnel, so that they can detect any problems, and protect the students, to offer a fear-free life during their association with the campus.

These are the facilities on campus:

1. 24×7 CCTV surveillance
2. 24×7 security experienced security personnel
3. Fire safety system on campus.
4. Awareness training programs

10.Appendices

STUDENT ACCEPTANCE

(COLLEGE COPY)

I.....son/daughter

Of _____admitted for the Bachelor of Engineering program in ATME College of Engineering in the year 20……. has carefully read the Students' Conduct & Discipline Rules and I hereby agree to abide by all the regulations. The college may take the necessary action against me if I am found violating these rules.

Student ID: _____

Branch: _____

Signature of the Parent

Date:

Signature of the student

Date:

STUDENT ACCEPTANCE

(STUDENT COPY)

I.....son/daughter

Of _____admitted for the Bachelor of Engineering program in ATME College of Engineering in the year 20……. has carefully read the Students' Conduct & Discipline Rules and I hereby agree to abide by all the regulations. The college may take the necessary action against me if I am found violating these rules.

Student ID: _____

Branch: _____

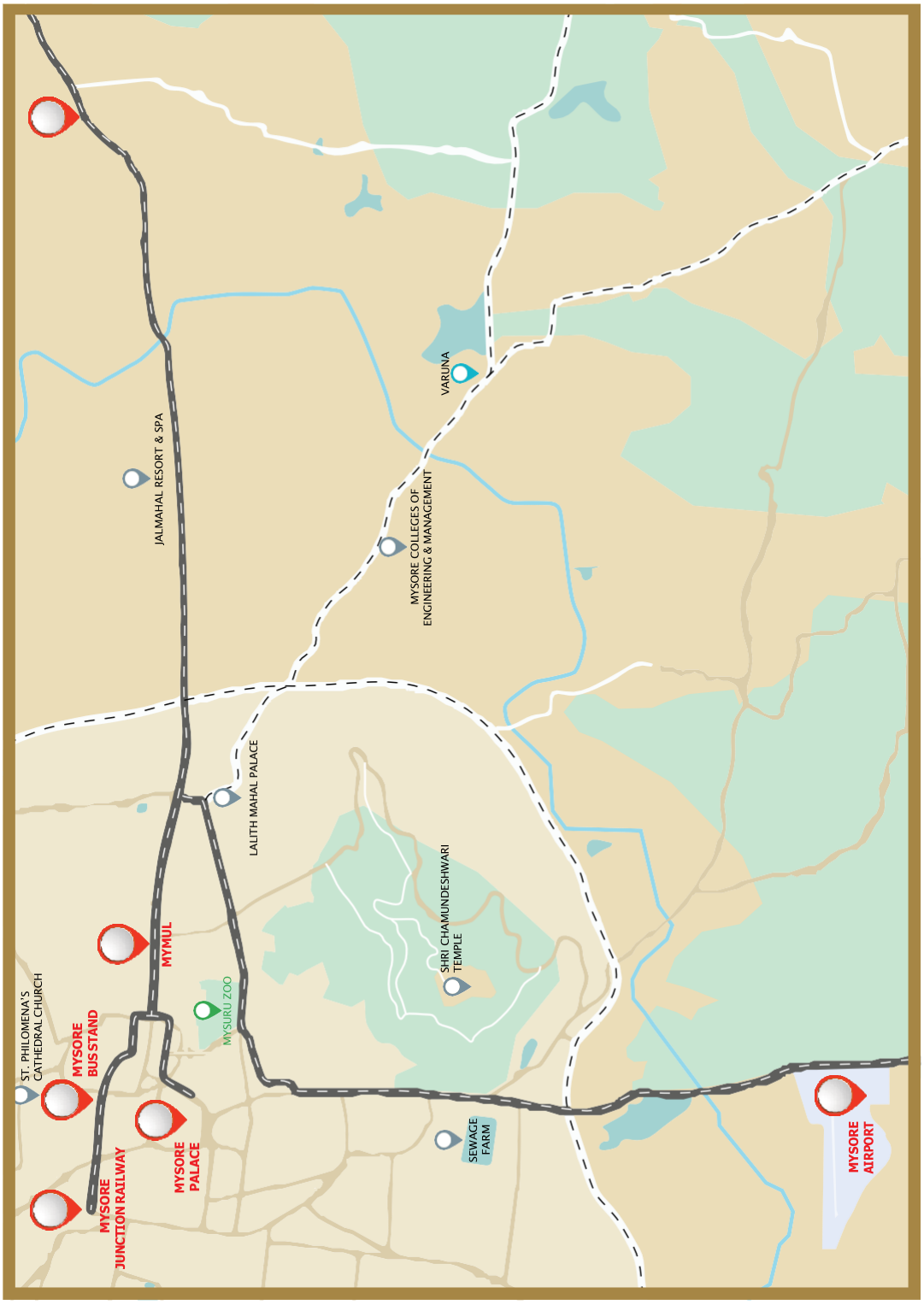
Signature of the Parent

Date:

Signature of the student

Date:

Mysore Airport	Railway Station	Mysore Palace	Suburb Bus Stand	KMF Mysuru
21.7 KM	15.2 KM	14.2 KM	13.7 KM	11.4 KM



13th Kilometer, Mysore - Kanakapura - Bangalore Road, Mysore - 570028

Follow us on

ATME®

College of Engineering

Phone: 0821- 2954081/11

Email: info@atme.edu.in | Web: www.atme.edu.in

13th Kilometer, Mysore - Kanakapura - Bangalore Road, Mysore - 570028