



A T M E

College of Engineering

2017

EMPLOYEE HANDBOOK



PRINCIPAL

ATME College of Engineering
13th KM. Mysuru-Kanakapura-Bangalore Road
Mellahalli Mysuru-570 028

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4.0 STANDARDS OF CONDUCT

4.1 PROFESSIONAL ETHICS AND CODE OF CONDUCT & GUIDELINES:

As a key member of the ATME – College of Engineering team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that both in your business and in your personal life you refrain from any behaviour that might be harmful to you, your co-workers, and/or ATME – College of Engineering, or that might be viewed unfavourably by current or potential students or by the public at large.

Whether the staffs are on duty or off duty his/her conduct reflects on ATME – College of Engineering. Staffs are, consequently, encouraged to observe the highest standards of professionalism at all times. Type of behaviour and conduct that ATME-College of Engineering considers inappropriate includes, but are not limited to, the following:

4.2 GENERAL CODE OF CONDUCT:

- Every ATME employee should maintain absolute integrity, devotion to duty & do nothing which is unbecoming of ATME Employees.
- No employee shall knowingly or wilfully neglect his/her duties.
- Every ATME employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all staff under his/her control and Authority, besides motivating them in discharging their duties with perfection and efficiency.
- Greet your colleagues and respond to greetings.
- No Smoking /consumption of alcohol within the campus.
- Do not use abusive language. Further let the campus communication language be in English.
- Do not indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
- Maintain proper code of conduct and proper attire.
- Maintain healthy relationship with all the stake holders.
- Behave responsibly and maintain professional relationship with students.
- Address the problems of the students patiently and maintain respectable distance.
- Sign in and sign out as per the rules of the college.
- Do not accept /engage any assignments/ consultancy/service with other institutions without express consent of the college.
- Do not interfere in any matters that may affect the effective functioning of the departments.
- Do not seek favours or ex-gratia service from any stake holders of the college.
- Do not use the name of the college in any personal matters.
- Do not sign any letter on behalf of the college, unless authorised.
- Encourage discussion; avoid arguments, gossip and loose talks.

- Respond to communication within reasonable time.
- Maintain confidentiality of classified information.
- Follow the reporting protocol on all the official matters.
- Do not make any racial/gender/caste biased comments.
- Cultivate harmony and team spirit within the departments/college.
- College letter heads is to be used only for official letters/certificates, by persons authorised for the purpose.
- Participate in and contribute to the **Vision and Mission** of the college.
- Use of obscene, profane, or abusive language towards any employee, parents, guest or student; or behaving in a manner that would make another person reasonably feel threatened, intimidated, coerced or fear for his/her personal safety on premises.
- Do not engaging in unlawful or illegal activity outside which damages the reputation or endangers the employees or students of ATME – College of Engineering.
- Using facilities for personal business during scheduled work hours.
- Leaving the work area during scheduled hours without authorization.
- Violation of the College's anti-harassment, anti-discrimination, smoking and confidentiality policies.
- Poor and/or disrespectful service to ATME – College of Engineering students.
- Failure to observe, or violation of, ATME – College of Engineering's parking, safety, and security rules or practices.
- Excessive absenteeism or tardiness; failing to report to work when expected
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substances/drugs in any quantity while on ATME – College of Engineering premises.
- Unauthorized possession of firearms, weapons, chemicals, or explosives while on duty.
- Threatening, intimidating, or coercing fellow employees, students, or vendors. Engaging in criminal conducts or acts of violence, or making threats of violence toward anyone on ATME – College of Engineering premises or when representing ATME – College of Engineering; or provoking a fight while on duty. Instigating or provoking groups among students or other employees.
- Insubordination or refusing to obey instructions properly issued by your higher ups pertaining to your work; refusal to help out on a special assignment .Engaging in an act of sabotage; wilfully or with gross negligence causing the destruction or damage of ATME – College of Engineering property, or the property of fellow employees, students, suppliers, or visitors in any manner.
- Excessive, unnecessary, or unauthorized use or possession of ATME – College of Engineering property or the property of fellow employees; unauthorized possession or removal of any ATME – College of Engineering property, including documents, from the premises without prior permission from management.
- Falsification or misrepresentation of employment or other work records; falsifying reason for leave of absence or other data requested by the college; alteration of College records

or other documents. Falsification or alteration of your own records, or attendance documents; altering another employee's records, or causing someone to alter your records.

- Gambling or possession of gambling devices during working hour.
- Sleeping on the job; loitering or loafing during working hours.
- Employee shall neither be a member of nor be otherwise associated with any political party or any organization which takes part in politics nor shall take part in, subscribe in aid or assist in any other participation or activity.
- No Employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority.
- No employee shall except with the previous sanction of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in pursuance of any object whatsoever.
- No employee shall lend or borrow money from any person within the local limits of his authorities or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person.
- No employee shall discriminate against any student on the ground of religion, caste, creed, language, gender, place/region or origin, social and cultural back ground of any of them.
- Every employee to remain punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the HOD/ Principal of the Institution.
- Abide by the rules and regulations of the institution and also show due respect to the constituted Authority.
- Should your performance, work habits, overall attitude, conduct, or demeanour become unsatisfactory in the judgment of ATME – College of Engineering, based on violations either of the above or of any other College policies, rules, or regulations, you will be subject to disciplinary action, up to and including immediate dismissal. This list is not all-inclusive and, notwithstanding this list, all employees remain employed "at will."

4.3 ATTENDANCE AND PUNCTUALITY:

For the orderly and efficient operation of the College, it is important that employees work on all scheduled work days, during all scheduled hours, and report to work on time. Regular attendance and punctuality are important factors in job success and promotions. Employees who are frequently absent, late, or who frequently leave their offices early decrease the value of their services and disrupt the orderly functioning of the College. They also cause undue hardship on co-workers as well as students. All employees have to mark their attendance through bio metric device and/or in the attendance register. A tolerance of ten minutes will be allowed beyond which it will be considered as half day leave.

An employee who expects to be late or absent is required to call the Head of the Department as promptly as possible, but not more than one hour after his/her scheduled starting time so as to make alternate

arrangements. Any inconvenience caused to student due to such absent shall be make good by the employee taking classes on subsequent days.

All employees on duty to be present at their designated place of work during the working hours.

Any employee not found at his/her place of work during working hours for more than one hour without prior permission of the Principal/Head of the department or section is liable to be treated as absent for the duty.

Employees who are frequently absent or who repeatedly disregard their working hours may have their employment terminated by the College.

4.4 PERSONAL APPEARANCE AND DEMEANOR:

It is largely through contact with its employees that the students and others will form an impression of ATME - College of engineering. It is important that you dress appropriately and display courtesy, tact and patience in your dealings with students, parents, guests and other College personnel.

Wherever uniforms are suggested for the employees, they should wear the uniform. In the absence of uniform, all the male employees are required to dress in appropriate neat, clean, business attire like formal pants & shirt with formal shoe. Female employees shall wear neat & clean decent dress. Wearing of sari for female employee is preferred. All male teaching faculties should wear tie. Also all the employee should wear ID cards during the working hour.

Employees who appear for work inappropriately dressed or groomed will be directed to go home and return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Clothing must not be ripped, torn, soiled or revealing. Sweat pants, cut-offs, shorts, jeans and loose t-shirts are not appropriate. Foot wears like Flip flops, sandals, sport shoes, sneakers, etc. are not appropriate.

4.5 PERSONAL PROPERTY OF EMPLOYEES:

The College discourages employees from bringing personal property into the campus. Employees should be aware that the College is not responsible for the safekeeping or destruction of any personal property.

4.6 COMMUNICATIONS—EXTERNAL:

Inquiries received from the press or from the media concerning any member of the College should be referred to the Head of the Institute. Employees are permitted to correspond with the press or other media only with the prior permission of the Head of the Institute.

No employee shall directly communicate with external agencies without the permission of the Head of the Institute. All external communication shall be routed through Head of the institute.

4.7 E-MAIL AND INTERNET POLICY:

Access to the Internet / e-mail may be provided to employees for the benefit of the organization and its students. The E-mail system is the property of ATME – College of engineering. It has been provided by the College for use in conducting the College's business. All communications and information transmitted by, received from, or stored in this system are the records and property of ATME – College of engineering. The E-mail system is to be used for business of the College only. Use of the E-mail system by employees for personal purposes is prohibited.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the ATME - College of engineering E-mail system. ATME - College of engineering, in its discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason without the permission of any employee, and without notice. Even if employees use a password to access the E-mail system, the confidentiality of any message stored in, created, received, or sent from the ATME - College of engineering E-mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish the College's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to ATME - College of engineering, as E-mail files may need to be accessed by the College in an employee's absence.

The Internet should not be used for personal gain or advancement of individual views. Solicitation of non-ATME - College of engineering business, or any use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of the ATME - College of engineering network or the networks of other users. In addition, it must not interfere with your productivity or the productivity of others.

Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated over the Internet should have the employee's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language transmission is allowed through the system. To prevent computer viruses from being transmitted through the system, only complete downloads from known sources.

Copyrighted materials belonging to entities other than ATME - College of engineering may not be transmitted by employees on the Internet. One copy of copyrighted material may be downloaded for your own personal use in research. Users are not permitted to copy, transfer, rename, add, or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the ATME - College of engineering or legal action by the copyright owner.

4.8 USE OF TELEPHONE, PHOTOCOPIER, AND FAX:

Employees are permitted to make limited local area calls on College telephones for essential college purpose only, and should not abuse this privilege. Please do not use college address as a personal mailing address or utilize College postage for personal mailings. The College is under no obligation to forward mail to you following termination of employment. The use of fax & photocopying machines is restricted to college-related business only.

Use of mobile phone on College campus is strictly prohibited. Any one violating this will be penalised and the mobile instrument will be confiscated.

4.9 INTERNAL INVESTIGATIONS AND SEARCHES:

From time to time, ATME – College of Engineering or other statutory authorities may be required to conduct internal investigations pertaining to security, auditing, or work-related matters.

Employees are required to cooperate fully with and assist in these investigations if requested to do so.

All College property, including but not limited to computers, desks and storage places assigned to employees, may be searched at the discretion of the College authorities.

4.10 SMOKING:

Smoking is strictly prohibited in the campus premises. Please be courteous and concerned about the needs of your fellow employees and others around you. ATME College of engineering remains as smoking free campus.

4.11 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

Every employee shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being.

No employee shall consume intoxication drinks/drugs of any form and present in the campus.

4.12 PROPERTY ISSUED TO EMPLOYEES:

All College property, as well as specific property issued to an employee, including, but not limited to, keys, computers, research materials, and safety equipment, should be treated with the utmost care. Every provision should be made by the employee to prevent college owned property from being damaged, stolen, or lost. College will incur all expenses associated with general maintenance, repair and manufacturer defects. In the case of lost or stolen property, College may assess the employee for the cost of the item or a portion of the cost of the item if it is determined that the property was not properly maintained under normal circumstances. It will be at management's sole discretion to determine whether utmost care was taken to prevent College owned property from damage or loss.

4.13 SUGGESTIONS:

If you think of a better way of doing your job or the job of a fellow employee, discuss it with your Head of the Department, who will welcome your suggestions and ideas. As such, we encourage all employees to bring forward their suggestions and good ideas about how ATME – College of Engineering can be

made a better place to work and our service to students enhanced. When you see an opportunity for improvement, please let us know by communicating with your Head of the Department.

All suggestions are listened to and valued. When a suggestion from an employee has particular merit, provide for special recognition of the individual(s) who had the idea.

4.14 GRIEVANCES:

If an employee has a complaint or a problem that needs solving, the employee should take it up with his/her Head of the Department at the earliest opportunity. The employee is encouraged to discuss any work-related problems freely and openly with the Head of the Department, since only by such discussion the cause of the problem or the dissatisfaction will be known. If the employee believes the matter has not been solved, the employee may take the matter up with the Head of the Institute. The Head of the Institute will always be willing to listen and to suggest means of solving the problem.

There is a formal procedure for solving work-related problems. An employee who has a grievance should observe the following procedure in the sequence outlined:

4.15 GRIEVANCE PROCEDURE:

- An employee should first bring the problem informally and orally to the attention of the Head of the Department, who will make every effort to reach a satisfactory solution.
- If the problem should not be solved with the Head of the Department, the employee may contact the Grievance redressal committee, in writing, which will review the problem with the employee. The committee will then discuss the situation with the employee's Head of the Department and advise the employee of the results of the discussion.
- If, to the dissatisfaction of the employee, the matter is still unresolved, the employee may write to the Head of the Institute. Should the matter remain unresolved, the employee may write to the Chairman requesting a hearing. Should the President feel that a review of the Head of the Institute is necessary, the Chairman or his authorized representative will review the case.


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 13th KM Mysuru-Kanakapura-Bangalore Road
 Mollahalli, Mysuru-570 028



A T M E

College of Engineering



NBA

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Affiliated to VTU, Belagavi; Approved by AICTE, New Delhi and Recognised by Government of Karnataka
Programs accredited by NBA, New Delhi - CV, EC, EE & ME (Validity: 2019-20 to 2021-22)



A T M E

College of Engineering

STUDENT HANDBOOK

PRINCIPAL
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Mellahalli Mysuru-570 028

ATME COLLEGE OF ENGINEERING

13th Kilometer, Mysore-Kanakapura-Bangalore Road, Mysore - 570 028 P: 0821 - 2954081 /11

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

IMPORTANT

This handbook is a document for the help of students to provide information and is not a replacement of prospectus. For correctness of the information please verify the institute rules and regulations.

Note: At the time of admission every student shall be required to sign a declaration that on admission he/ she submits himself/ herself to the disciplinary rules & regulations of the College. He/ She is expected to follow these rules & regulations throughout his/ her stay at the College.

“Parents/Guardians are requested to direct their wards to observe the Rules & Discipline”

Management & Principal



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From Principal's Desk

I, on behalf of the management and faculty of ATME College of Engineering, welcome students to our college for the current academic year 2018-19. We wish you the very best in all that you seek to do and we 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 aims to keep pupils and parents informed of the policies and procedures pertaining to the college 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

PRINCIPAL

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Mallahalli, Mysuru-570 028

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


ANTI-RAGGING LAW

Don't "RAG" also, don't be a mute witness to "RAGGING"

As per the order of the Honourable Supreme Court and the directions of the DTE/ AICTE, the following punishment shall be awarded for those who are found guilty in participation or in abuse of ragging.

- Cancellation of admission
- Rustication from the institute
- Expulsion from the institution and consequent debarring from admission to any other institute
- Expulsion from the hostel
- Fine up to Rs. 25000
- Rigorous imprisonment up to 3 years

Anti-Ragging Committee Chairman Dr. Basavaraj L, Principal		Important Numbers Emergency Police: 100 Fire: 101 Ambulance: 108	
Members Dr. Parthasarathy L, HoD, EEE 997 216 4022 Dr. Rathnakar Devaru, HoD, ME 984 401 8701 Dr. Mahesh P K, HoD, ECE 888 496 8896 Dr. Manjunath S S, HoD, CSE 984 572 6747 Dr. Mohamed Eliyas, HoD, Chem. 810 559 8832 Dr. Mahesh Lohith, HoD, Phy, 984 520 6504 Sri Manu Vijay, HoD, CE, 973 860 1201 Smt. Archana M R, Asst. Prof. 872 237 8966 Sri Shivakumar M, Librarian 988 000 3058 Sri Muralidhar M P, PED 961 155 1921 Sri Chandrashekar C, PRO 984 511 5924		College Office: +91-821-259 3335 Fax: +91-821-259 3328 ATME Trust Office: Office: +91-821-419 1551 Fax: +91-821-419 1553 Principal Office: +91-821-259 3327 Mobile: +91-944 828 5641	
Transportation Coordinator Sri Nandeesh K G 782 943 8221		Anti-Ragging Committee Mobile: +91-944 828 5641 Toll Free No: 1800 180 5522	
Student Welfare Officer Sri Ramachandra M N, Asst. Prof. Physics, 974 179 0542		Police Station Varuna Police Station, Megalapur, Mysore Phone: +91-821-259 4411	
Non-Teaching Staff Smt. Sujatha M, Office Sri Ravi K K, ME Sri Manjunath H R, ECE Sri Shivakumar, CSE			
Local Area Sub Inspector			


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STUDENT'S CONDUCT AND DISCIPLINE RULES

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Part-II Act of Indiscipline and misconduct

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Part-II

Acts of Indiscipline & Misconduct

Introduction

ATME College of Engineering, Mysore is dedicated to providing students the very best educational experiences possible. Discipline is the key and watchword of ATMECE 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 the college and to safeguard its property and facilities.

The activities related to bullying, racism, sex and other antisocial behaviour will not be tolerated. The highest standards of behaviour's are expected and the college will take whatever actions are needed to ensure maintenance of the standards. We will ensure that there is no differential application of the policy on any grounds, particularly ethnic, 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 his or her individual responsibility to abide by it, pertains to any individual who is currently enrolled in any of the programs offered by ATME College of Engineering and applies to misconduct committed in the college premises or during college related activities off the college premises.

All the students admitted to the college will have to give an acceptance of general conduct & discipline rules.

2.1 General Disciplinary Matters

2.1.1 Discipline:

a) a) The college will not show any mercy to a misbehaving student and would initiate disciplinary action whenever the occasion demands. At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Principal and the other designated authorities of the college.

2.1.2 Identity Card:

a) It is meant for identifying bonafide students of this college and is used for permitting the students to participate in various activities and programs of the college. Every student must compulsorily wear Identity card as long as he/she is in

the college campus. It must be produced by the student whenever demanded by the member of the teaching or non-teaching staff of the college.

b) He/she must take proper care of his Identity card to avoid its misuse by other students and outsiders. In case the Identity card is lost, the matter should be immediately reported to the Principal and an application should be made for a duplicate Identity card which will be issued on payment of charges.

2.1.3 Dress Code:

a) All Students shall wear only the prescribed uniform while attending the college on all days. In case the uniform is not made mandatory on any specific day, only neat and decent clothing is allowed. Both Boy and Girl students are to cloth modestly and have well groomed hair. They are not permitted to wear obscene dresses. Half pants are not permitted in the college. Rather it will be treated as an act of indiscipline and would be marked as absent for that particular day. If non-adherence to this rule is reported against a student often, severe action may be initiated.

b) Girl students are permitted to wear chudidhars with their duppattas pinned properly or sarees only. Tight, transparent, provocative fittings are strictly prohibited.

c) All students are advised not to wear precious and costly jewellery. The college authorities will not hold any responsibility for their loss. Shoe is compulsory for all male students.

d) Nobody can enter the campus with a covered face or with his/ her helmet on.

2.1.4 Students Behaviour:

i. Students behaviour in Class Rooms:

a) Students shall not display noisy and unseemly behaviour, disturbing attention of the fellow students.

b) Students must not attend classes other than their own without the permission of the concerned authority.

c) Students shall attend all the internal examinations of the college as and when conducted by the college.

ii. Students behaviour in the Laboratory:

a) Students should take care of tools, apparatus and other equipment given to them, Students should follow the do's and don't's of the laboratory and preserve the cleanliness of the laboratories.

b) Students should not power on any experiment without the permission of the concerned Instructor / in-charge.


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iii. Students behaviour during Examinations:

- a) Committing forgery, tampering with or misuse of the university documents or records, identification cards etc. is punishable.
- b) Students using unfair means in university or other college examination or class tests will be liable to expulsion from the college or to any other disciplinary action, in addition to any penalty, the university/ college authorities may decide to impose.
- c) Students involved in malpractice at the college/ university examinations will be expelled from the college.
- d) Misconduct during examination, production of false information or documents for admission purpose and the failure to return loan materials or settling debts related to exam fees with the college would be seriously dealt with.
- e) Students are required to bring their identity cards and admission tickets at the time of all examinations.

iv. Students behaviour in the Campus:

- a) Students shall maintain the labs, classrooms, library, and buildings of the college and hostel, Students shall not damage or brake the campus assets and create nuisance.
- b) Students must not loiter in the college premises while the classes are in progress.
- c) The students will not be permitted to loiter in the College on holidays, unless they have been specially called.
- d) Spitting, smoking and throwing bits of paper and littering inside the college campus must be avoided.
- e) Drinking and smoking is prohibited in the college as well as in the hostels.
- f) Students are strictly forbidden from collecting money for any purpose without the permission of the Principal.
- g) Students shall not possess, consume or distribute alcoholic drinks or any kind of hallucinogenic drugs.
- h) Students shall not Indulge or encourage in acts of gambling in the college premises.
- i) Any kind of Indiscipline including fighting in the hostel & college premises will be punishable.
- j) Carrying of lethal weapon(s) like gun(s), revolver(s) etc. in the college or hostel is not allowed. Keeping weapon(s) and ammunition of any kind in the College or Hostel rooms is prohibited.


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- k) Students shall not indulge in pasting of posters, distributing pamphlets, handbills etc. of any objectionable nature is prohibited.
- l) Students shall refrain from causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of the college premises.
- m) Students shall refrain from arousing communal, caste or regional feelings or creating disharmony among students.
- n) Students shall not invite outside elements to the college or Hostel premises without prior permission of the authorities. Outsiders are not permitted in the college premises without the prior permission of the Principal. College students are not allowed to bring their relatives/friends to the college premises without the permission of the Principal. Strict action will be taken against the concerned outsider as well as the college student who is instrumental in bringing outsiders to the college premises.
- o) Entertaining outsiders in and outside the college campus and indulging in anti-social activities are serious offences and are punishable as such.
- p) Students are prohibited from damaging the college property. Students must take proper care of the college property. Strict action will be taken against students damaging college property and will be required to compensate the damage. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- q) Wilful damage or stealthy removal of any property / belongings of the college or fellow students is prohibited.
- r) Scribbling or etching on drawing boards and desks and writing on the walls, dirtying and defacing the college campus, etc. are strictly prohibited. Strict action will be taken against the student(s) indulging in such practices and if the student indulging in such practices is not identified, the whole class will pay to compensate for the loss. Breakage of furniture will also be treated in the same manner.
- s) All the students should strive for cleanliness of the premises and help in the maintenance and upkeep of the college.
- t) Loitering, shouting, whistling and other such acts that cause nuisance in the premises of college are strictly prohibited.
- u) Political activity of any sort whatsoever is banned inside the college campus. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the College


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v) No student shall directly or indirectly participate, involve or commit any illegal activity including nuisance in the college, hostel or in any public place.

w) All meetings, cultural programs, debates, etc. organized on the college premises must be held in presence of teaching staff members and with the prior permission of the Principal. The subjects / theme of debates, cultural activities etc., must have the prior approval of the Principal. No meeting/function of any kind shall be held in the college premises without the written permission of the Principal.

x) Playing loud music is strictly prohibited in the college premises. Defaulters will be punished and their instrument will be confiscated.

y) Use of mobile phones within the College campus is strictly banned. Violation of this rule by any student would result in impounding of the cell phone, levying of fine and strict disciplinary action against the student.

z) Students are prohibited from organizing and attending meetings in the college and distributing notices for any purpose without the permission of the Principal.

aa) Gathering in groups at entrance of the college, pathways & roads is strictly prohibited.

bb) While attending college functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.

cc) Playing Holi inside the college & hostel premises is strictly prohibited. Disciplinary action will be taken against the student found guilty of violating this rule.

dd) Students should strive hard and spare no effort in maintaining peace in the campus.

v. Students behaviour in General:

a) Students are expected to use only courteous and polite language and behave with decorum with the faculty members, staff & the co- students of the College.

b) Students shall avoid using any insulting, threatening language when talking with fellow students and should abstain themselves from violence.

c) Students are required to develop a friendly relationship with fellow students. Students are expected to show kind and cordial consideration to the new entrants admitted to the college every year in particular.

d) Students shall show due respect to the teachers of the college, the Superintendents/ Wardens/ Asst. Wardens of hostels. They should be courteous and respectful towards the employees of the college and of the hostels. They shall also pay due attention and courtesy to visitors. Students shall not display lack of courtesy, decorum and indecent behaviour towards anyone within or outside the campus

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- e) Students shall not indulge in any act of any offence punishable under law.
- f) Students shall not indulge in any improper behaviour while on tour or excursion.
- g) Students shall conduct themselves within and outside the premises of the college in a manner befitting the prestige of the college and shall do nothing that will interfere with the discipline of the college or tarnish the image of the college. They should uphold the good name of the college.
- h) No student shall commit any offence punishable under law including Ragging, Riot, Strikes, etc.
- i) Teasing or disrespectful behaviour to fellow students (girls/ boys), Ragging, smoking, alcoholism, taking drugs, playing cards and other such unsocial acts will lead to immediate dismissal from the College.
- j) Students are not allowed to communicate any information about college matters to the press or any other media.
- k) Male students shall have no entry into the girl's common room/ Lounge & vice versa. Boys found loitering near girls' common Room are liable for punishment.
- l) Students are forbidden from entering the college office and the staff rooms during unspecified hours. They should seek permission before entering the Office or Staff Room.

2.1.5 General Regulations:

- a) Students should cultivate the habit of looking at the notice board every day. Students are expected to read notices/circulars displayed on the college notice board. College will not be responsible for the loss of any advantage due to negligence of reading notices on the part of the student. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.
- b) Students shall participate in sports, extracurricular activities, social gatherings and community services whenever arranged by the college.
- c) All vehicles should be parked in the allotted place by paying prescribed parking fee. Vehicles found parked in unauthorized places shall be impounded. Students shall leave their bicycles, scooters, motorcycles or cars locked in the parking area at their own risk. No bicycle, scooters, motorcycles or cars shall be parked in any other part of the college building/ campus.
- d) Representation of complaints and grievances may be made through the concerned committees or HOD only.
- e) Misappropriation of articles is punishable. Students finding articles not belonging to them should hand over the same to the Principal / Office Superintendent.


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- f) No Society can be formed in the college nor shall any person be invited to address a meeting in the college without the prior permission of the Principal.
- g) The Principal shall deal strictly with students who play a leading part, by organizing or assisting in strikes.
- h) No students suffering from any contagious or infectious diseases will be permitted to attend the College.
- i) Students shall maintain good discipline & character throughout during their duration of study in this college.
- j) Any student who causes damage to the reputation of the college will be terminated from the college.
- k) All the extra-curricular activities such as sports, debate competitions, general functions, etc. will be conducted by the college nominated bodies and concerned departments. These bodies would chalk out the programmes.
- l) The curricular activities such as seminars, symposia, Lectures by experts etc. will be organized through the respective departments, which cater to the needs of respective students.
- m) The students are advised to be in constant touch with the Students Welfare Officer / other members of staff for any of their difficulties.
- n) Students shall not harm the health or safety of staff or students.
- o) Students shall refrain from refusing to comply with the directions of college officials, instructors, administrators or staff on their duties.
- p) Students shall not refrain from appearing or giving false statements when one is asked to present evidence or respond to an investigation involving the disciplinary code.
- q) The designated Chief Editor will look after the College Magazine. The students will contribute articles on science and general topics. They may also send their suggestions for the improvement of the magazine.
- r) Student representatives will be nominated by the concerned constituted committees. There will be no election to the College, Departments and Academic associations.
- s) Students shall switch off lights and fans on vacating the classrooms.

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2.2 Class Regulations

- a) All the students have to be in class room at least five minutes before the commencement of classes.
- b) Coming late to the college and reporting late to the class is a serious breach of conduct.
- c) The students shall observe silence in the class irrespective of the presence or absence of the faculty member.
- d) No student can leave the class room without the permission of the teacher.
- e) Students will not be permitted to leave or come late to the class under any pretext such as paying fees or library transaction etc. Time fixed for such purposes during office hours must be adhered strictly.
- f) The students are expected to take up all assignments, tests and examinations of College/University seriously and should try to perform the best.
- g) Attending 1st internal test is compulsory. Students who fail to attend the 1st Internal test will not be allowed to take the subsequent internal tests.
- h) During their free periods, students should work quietly either in the Library or in the reading room or spend time in the student's common room without causing any disturbance.
- i) Wilful absence from classes and instigation of the students to abstain or to go on strike is a serious breach of discipline, This may result in expulsion from the College.
- j) Attempt or persuading others to attempt, towards boycott or postponement of classes, examination and tests which are duly notified by college authorities, being present in college / hostel or its vicinity shall be dealt severely.
- k) The concerned Hods shall have power to impose fine or to cancel attendance of the student for specific period in case of in attentiveness/indifference to studies or late coming without valid reasons.

2.3 Attendance Regulations

- a) Normally 100% attendance is expected. Ideally a student should attend all lectures, tutorials and practical's held during the semester in all the theory subjects or labs.
- b) In case a student faces unavoidable problems (personal, family, etc.), university permits such students to have a minimum attendance of 85% in both theory & Practical in all the subjects. If the student fails to improve his/her attendance and does not keep the required attendance, he/she may not be permitted to fill his/her examination form. Thus he/she will not be permitted to appear for the university examination & will be detained.

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- c) Students are required to attend the classes from the day college reopens after each semester. Those students who fails to do so will be fined Rs.100 per day.
- d) No exemption for attendance will be allowed for rehearsals/practice in cultural/ sport and other such activities.
- e) The students, who are required to participate in the activities of the college such as debate, exhibitions, sports, meetings etc., are required to submit an application through the concerned staff and get prior permission from the respective HOD for condoning their absence.
- f) If the students are likely to remain absent due to unavoidable reasons, they are informed to submit an application duly endorsed by their parents/guardian mentioning the reasons.
- g) Parents/guardian are requested to keep track of their ward's attendance in classes. They may note that, if their ward falls short of the minimum attendance requirements he/she shall not be permitted to appear in the university examinations.
- h) Absence on medical ground for 3 days or more should be supported by medical certificate from the doctor. However, the certification is considered only for 10% of attendance as per VTU rules.
- i) Students shall report all cases of impropriety and misbehaviour to the college authorities.
- j) Students shall not attempt at bribing or corruption in any manner.

2.4 Lab Regulations

- a) In the workshop all the students must wear prescribed uniform.
- b) Every student must enter his/her name and sign in the log book maintained in the lab before availing the facilities in any lab.
- c) Internet use in the computer lab must only be for course-related work.
- d) Student who need to work on class assignments have priority to use the lab computers over those students using the computers for emailing, web surfing etc.
- e) Students should keep workstations, terminals, PCs and laboratories clean and tidy so as to be usable by others. Chairs must be properly arranged after the lab hours.
- f) Students should not occupy more than one workstation, terminal or PC simultaneously while other users are waiting.
- g) Misuse of computer software: ATME is the licensee of many computer software packages that are protected by copyright laws. Students must not copy any computer software program or data protected by copyright or by special license. Students must not damage, alter or remove without permission any software package in the custody of the college. Students must not access another person's data or text files without proper permission.

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h) Misuse of computer hardware: ATME is the owner of all the hardware equipments residing in the Computer Labs. Students must not damage or pilfer any hardware equipments. Any malicious attempt to damage any hardware system or component from any lab. Such an action will be considered as theft and will be dealt with very seriously.

i) Reading, duplicating, copying, removing, or misuse of a document, record, book, ledger, file, printout, cartridge, disc, key or any property maintained by any individual(s) or department(s) of the college is strictly prohibited.

j) Use of the computer system for frivolous purposes like playing games is prohibited.

k) Any attempt to alter the boot sequence and operating system loader by students is forbidden.

l) Use of Pen Drive, CD, DVD etc in the lab by students is prohibited. However, if student is working on any project/seminar etc., he or she can take special written permission from the respective HODs for such use. These students must take sufficient care not to use infected storage devices on computer systems, or to copy/store any virus infected file on any computer system.

m) Students must make sure to follow the proper shutdown procedures before leaving the labs.

n) Error Reporting: It is expected from all users to report to the LAB administrator/ in charge, if there is any hardware, software or any other operational errors.

o) Students should observe the safety regulations in the laboratories and workshops.

Leave Regulations

a) If the students are likely to remain absent due to unavoidable reasons, they are informed to submit an application duly endorsed by their parents/ guardian explaining the causes. Attendance condonation will be considered based on the medical certificate as per university norms

2.6 Library Regulations

a) Any of the Following behaviour is strictly prohibited in the Library:

i. Usage of cell phones in the library.

ii. Removing or attempting to remove library materials, equipment or property unauthorizedly .

iii. Failing to either renew or return library materials when due.

iv. Concealing library materials in the library for the exclusive use of an individual or group.

v. Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding or in any other way damaging or defacing library materials.



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- vi. Eating and drinking in the library.
- vii. Being in unauthorized areas of the library, remaining in the library after closing or when requested to leave during emergency situations or when not abiding by the library's conduct policy.
- viii. Vandalizing or defacing the library building, furniture or equipment.
- ix. Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.
- b) Students must work quietly while in library or spend time in such a way so as not to cause any interference with the work of others.
- c) Library cards are valid up to the end of the course period.
- d) The person should be present at the time of issuing the books.
- e) Before leaving the circulation counter, while borrowing the book, the member should satisfy himself that the book is in good condition, if not it should be brought to the attention of the counter staff. Otherwise he/she is liable to be held responsible for the damages noticed at the time of returning.
- f) Librarian is entitled to cancel membership of any person found taking unauthorized books from the library.
- g) Readers should have to produce their identity card on-demand.
- h) Students should take care of their bags, purses, calculators and library materials etc., left on the table.
- i) Blazers and Jackets are not allowed inside the Stock Section.
- j) At the end of the last semester, the borrower's card shall have to be returned and a "NO DUE CERTIFICATE" from the library will have to be obtained.

2.7 Ragging

2.7.1 Prohibition of Ragging:

- a) Ragging in any form is strictly prohibited within or outside the college premises, as well as on transportation provided by the college or public transport.
- b) Any individual/collective act/practice of ragging constitutes gross indiscipline and shall be dealt with severely.
- c) Ragging of any sort is strictly prohibited. Students found guilty are liable for severe punishment including dismissal from the college/ hostel. Ragging means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or

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students who are in any way considered junior or inferior by other students. It includes individual or collective acts or practices which:

- i. Involve physical assault or threat, and/or use of physical force.
- ii. Violate the status, dignity and honour of women students
- iii. Violate the status, dignity and honour of students belonging to the scheduled castes and tribes. iv. Expose students to ridicule and contempt and affect their self-esteem.
- v. Entail verbal abuse and aggression, indecent gestures and obscene behaviour.
- d) In case any student, who has already obtained degrees of University, is found committing an act or practice of ragging she/he may be subjected under appropriate action for withdrawal of degrees conferred by the university.
- e) The act of abetment of ragging amounts to ragging. such students will also be penalized.
- f) Students shall not directly or indirectly indulge or commit any type of ragging inside or outside the college premises at any point of time. Ragging is a criminal offence punishable under law including imprisonment and the college will report any such type of incidents to the local police immediately and debar or terminate the offender forthwith as the case may be.
- g) If any incident of ragging comes to the notice of the authority, the concerned student may/ may not be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.
- h) RAGGING within or outside the institution is strictly prohibited. Whoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside the college shall be liable for the strict action as per the provision of prohibition of RAGGING ACT.

2.8 Placement Regulations

- a) Students seeking placement assistance from college placement cell are compulsorily required to participate in all the training programs organized by the college and accept the placement policy of the college.
- b) From time to time, students should furnish their details as per the prescribed format in the placement office. Also, students should ensure these details are updated as and when required. Placement cell will not be responsible, if any student losses placement opportunity due to any anomalies in his/her details.
- c) Students who are eligible & interested to participate in a selection process should register their names in the placement office as soon as it is notified. Students who have not registered their names will not be allowed to participate in such selection process.


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- d) If a student who is not having requisite eligibility criteria is found attending a selection process, he/she will be blacklisted and the college placement cell will not provide any subsequent placement opportunities for such students.
- e) Eligible students should be able to participate in the selection process on a short notice with all necessary documents.
- f) Students who have registered for a selection process and fail to appear for the same, will be blacklisted and further placement opportunities will not be provided. However, this may be relaxed to those students who fail to appear in a selection process on medical grounds or due any other genuine reasons and give sufficient explanation for the same.
- g) If a student is selected in any company, he/she will not be able to appear for any other selection process except in the following cases, i. If the company insist to include all the students (both selected and non-selected ones) in their selection process –Dream option. ii. If the company fails to induct the selected students or does not guarantee employment for the selected ones due to some internal problems. iii. In some extreme genuine cases, as felt necessary by the college placement cell.
- h) If a student is selected with a clause of fulfilling certain criteria before he/she completes B.E and if the student fails to meet these criteria, resulting in withdrawal of offer from the company, then the placement cell will not provide any other opportunities to such students.
- i) No student should directly communicate with company Executives bypassing placement officer.
- j) Students participating in selection process should be dressed formally befitting true engineering professional. Students coming in casuals will not be allowed to appear in any of the selection process.
- k) Students participating in off-campus selection process should behave like true ambassadors of the college and if any of them is found to misbehave will be strictly dealt.

2.9 Sports Regulations

The college provides various opportunities for students interested in sports and games and the students participating in such activities should avoid the following behaviour:

- a) Not turning up for the selection to a particular sport/game and later requesting for inclusion.
- b) Misbehaving in the tournaments conducted both on campus as well as off campus.
- c) Resorting to doping / taking drugs for performance enhancement.
- d) Causing unnecessary physical or mental harm to team members or any opponents.


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- e) Not following the dress code. f) Not turning up for the practice sessions as per the schedule
- g) Visiting different places without the permission of the Principal/Manager/Coach during outstation tournaments.
- h) Damaging or misuse of sports material in the custody of college sports department.
- i) Not returning sport materials on time after usage.

2.10 Hostel Regulations

- a) Student opting for hostel facility should accept and abide by the hostel rules and regulations.

2.11 Transport Regulations

- a) Student opting for transport service should register, accept and abide by the transport policy.
- b) Student has to bring transport identity card and show it during any verification.
- c) Students who have registered and opted for transportation in EERP can avail the facilities.

2.12 EERP Regulations

EERP (Educational Enterprise Resource Planning) is a web based Education Information Management System to automate our college activities. It provides information associated with academics, attendance, test and examination, transportation and all activities. Students are advised to utilize this facility.

- a) Every student should login to EERP with user name and password issued and student should change the password after the first login.
- b) Student's parent/guardian will be issued separate user name and password to view their ward details regarding academics.
- c) Student should meet respective HOD/coordinator/counsellor for data verification and any updation at the earliest.
- d) Information about student's absence is sent to parent/guardian everyday through EERP.
- e) All important events/programmes/college fee/dues will be intimated to parent/ guardian and their wards through EERP.
- f) All students counselling is through EERP.
- g) Every month attendance status and IA Marks of the student will be sent to respective parent/guardian.



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h) All external examination processes will be through EERP and exam fee should be paid at college office and acknowledgement to be submitted to the department EMS (Examination Management System) coordinator for VTU online uploading.

i) Students should not login with some others User ID. If anybody found misusing other's data from EERP, stringent action will be taken against them.

2.13 Fee/Scholarship Regulations

a) College fee should be paid within the prescribed due date. Failing to pay within the prescribed date will invite penalty/interest.

b) VTU Examination fee is not included in the college fee and should be paid before the last date announced by the university.

c) Eligible students should apply for various scholarships on their own knowing the last date which is informed through circulars.

d) Scholarship information reaching college officially are only announced in the college. It is the duty of students to view the notice board periodically.

e) College is not held responsible to provide the information of Scholarships from central/state government /NGO and any other organizations that are not officially communicated to the college.

f) College officially receiving the scholarship/grant/fee concessions sanctioned to students from central/state government /NGO and any other organizations is adjusted to college fee.

g) College is not held responsible for delay in the sanction/release of the scholarship/grant/fee concessions. It is the duty of the student to follow up for its release.

2.14 Other Regulations

a) The students selected for admission to the course shall pay the tuition fee and other college fee as prescribed from time to time. The fee once paid shall not be refunded.

b) Student who discontinues the course from the institution shall pay the college tuition fee and other fee for the entire course.

c) The Students who delay the payment of fee beyond the due date are liable to pay the prescribed late fee. Students who still delay the payment after one month from the due date will not be allowed to attend the classes till the payment is made in full and the college will not be responsible for the lack of attendance in such event.

d) The students should retain their identity cards with them even after leaving the college, as presentation of identity cards is essential for obtaining certificates, scholarship amount, caution money etc.

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e) All applications for Fee concessions, Scholarships, Fellowships, Prizes etc., should be submitted with necessary documents such as caste certificates, Income certificates, affidavits, true copies of marks card etc., before the last day fixed. If the applications with necessary documents are received late, such applications will not be forwarded and no excuse will be entertained in this regard.

f) Students whose names have been struck off the Rolls for non-payment of term fees or Special fees should pay a re-admission fee and other dues already incurred (i.e., fees and default fine to date).

g) Students should not waste food in the canteen.

h) Basic toilet etiquettes should be followed by all students.

i) If students go on a trip without the permission from the college and face some accident, the college will not be responsible for such unfortunate happenings.

j) Student Counselling Cell: To develop emotional quotient in students and to meet challenges with confidence, courage and integrity, this cell is created.

The kinds of issues student can discuss with the counsellor.

i. Homesickness, Loneliness, Anxiety, Depression.

ii. Problems with studying, making preparations and doing exams.

iii. Problems in relationships.

iv. Family problems.


v. Eating disorders, Drug or alcohol abuse.

Part – III

Officers Authorized to take Disciplinary Action

Without prejudice to the powers of the Principal, the following persons are authorized to take disciplinary action by way of imposing penalties as mentioned in the Regulations herein:

1. Head of the Departments
2. Training & Placement Officer
3. Administrative Officer
4. Librarian
5. Dy. Director, Physical Education



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6. Any other person authorized by the Principal for the purpose.

1. Anybody violating the undertaking given at the time of admission will be expelled from the college.

2. 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 be taken by the Principal after a proper investigation.

3. Students shall refrain from any other act which may be considered by the Principal or the Discipline Committee to be an act of violation of discipline.

4. Any student:

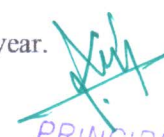
- who is persistently insubordinate.
- who is habitually irregular in attendance or inattentive to work in the class.
- who is repeatedly or wilfully mischievous or obscene in words or act.
- who is guilty of fraud or malpractice during examinations
- who indulges in movements which lead to communal ill feelings or enmity
- Students will be punished according to the prescribed norms.

5. These rules of discipline are 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 of the college at any time.

6. 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 without assigning any reasons and the decision will be final and binding on the student.

7. Acts of misbehaviour, misconduct, indiscipline or violation of the rules of discipline mentioned herein are liable for one or more of the punishments as stated below:

- a. Warning to the student(s).
- b. Warning to the student as well as communication to parents.
- c. Imposition of a fine including collective fines.
- d. Recovery of pecuniary loss caused to college property.
- e. Expulsion from the Department / Library for a specified period or for the whole term/year.


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College of Engineering



NBA

ACCREDITED

Affiliated to VTU, Belagavi; Approved by AICTE, New Delhi and Recognised by Government of Karnataka
Programs accredited by NBA, New Delhi - CV, EC, EE & ME (Validity: 2019-20 to 2021-22)

- f. Refusal of admission in the specific term or academic year.
 - g. Cancellation of admission.
 - h. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
 - i. Suspension from the Class/Department/College and other facilities provided
 - j. Debarring from an examination.
 - k. Disqualifying from holding any representative position in the Class/College/ Hostel/Mess/Sports and in similar other bodies.
 - l. Detention.
 - m. Expulsion from college for a specified period.
 - n. Disqualifying from further studies, or prohibition of further admission or re-admission.
 - o. Rustication.
8. 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 of the college.
9. Matters not covered herein will be decided at the discretion of the Principal.
10. All powers relating to discipline among the students are vested in the Principal. The Principal may delegate all or any of his powers as he deems proper to any of the officers of the College specified by him. The Principal's decision shall be the final in all matters of punishment for violation of any of the rules and regulations of the college.
11. 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 a court of law.
12. Penalties on the offences relating to Examination will be dealt by the relevant bodies.

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


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