



A T M E[®]

College of Engineering



STUDENT HANDBOOK

2022-23

ATME College of Engineering,
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2022-23

Name:

Registration No:

Program:

Class:

Address:

.....

PIN:

Phone# (H): (M).....

Email.....

IN CASE OF EMERGENCY CONTACT

Name:

Phone# (H): (M).....

IMPORTANT

This Hand Book 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

FROM THE PRINCIPAL'S DESK

I, on behalf of the management and faculty of ATME College of Engineering, welcome students to college for the academic year 2022-26. 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 cum diary also 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. Basavaraj L
Principal

**Bharath Rathna
Sir Mokshagundam Visvesvaraya
(1860-1962)**



**It is better to serve like steel than rust and wither away like iron
Sir M Visvesvaraya**

REVISED CONTENTS

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	3.8 Ragging 3.8.1 Prohibition of Ragging 3.8.2. Punishment for Ragging	✓	June 2021
	3.9 Regulation for Sexual Harassment 3.10 Complaint of Sexual Harassment and Enquiry Procedure 3.10.1 Complaint Procedure 3.10.2 Internal Complaints Committee Enquiry Procedure 3.10.3 Frivolous Complaint 3.10.4 Punishment and compensation 3.10.5 Confidentiality	✓	June 2021

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		3.11 Grievance Redressal	✓	June 2021
		3.12 Placement Regulation	✓	June 2021
		3.14 Hostel Rules and Regulations	✓	June 2021
		3.15 Fee Regulations	✓	June 2021

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

Student's Conduct & Discipline Rule

“Discipline is the bridge between goals and accomplishment”

“He who lives without discipline dies without honor”

“For every **disciplined** effort there is a multiple reward”

CONTENTS

1	GENERAL	1
1.1	Title of Rules	1
1.2	Date of Commencement	1
1.3	Applications of Rules	1
2	FACILITIES AND RULES	1
2.1	About ATMECE	1
2.2	Vision, Mission, Quality Policy & Core Values	3
2.2.1	Vision	3
2.2.2	Mission	3
2.2.3	Quality Policy of ATMECE	3
2.2.4	Core Values of ATMECE	4
2.3	Graduate Attributes	4
2.4	Campus Location and Facilities	6
2.4.1	Salient Features of the Campus	7
2.5	Academic Programs	7
2.6	The Library	8
2.6.1	Library Services	8
2.6.2	Library Rules	9
2.7	Assessment Rules	10
2.7.1	Types of Courses	11
2.7.2	Semester Results Grading	13
2.7.3	Continuous Internal Evaluation (CIE) Procedure	14
2.7.4	Maximum and Minimum CIE and SEE marks for Passing... 17	
2.8	Student Development	18

2.9	VIDYAASARE Freeship/ Scholarship	19
2.9.1	Regular Student Free ship/ Scholarship Fee Concession ...	20
2.9.2	Lateral Entry Students Free ship/ Scholarship Fee Concession	20
2.9.3	Need Based Financial Aid	21
2.10	Public Media Contact.....	21
2.10.1	Social Media	22
2.11	Consequences of Plagiarism	23
2.11.1	Accidental Plagiarism	23
2.11.2	Deliberate Plagiarism.....	23
2.11.3	Penalties for Students (UGC)	24
2.12	Projects - No Outsourcing.....	24
2.13	Guidelines to attend the online class	26
2.13.1	Expected Student Behavior During Attending Online Classes	27
3	ACTS OF INDISCIPLINE & MISCONDUCT.....	27
3.1	Introduction.....	27
3.2	General Disciplinary Matters	28
3.2.1	Identity Card.....	28
3.2.2	Dress Code.....	29
3.2.3	Students Behavior	29
3.2.4	General Regulations.....	35
3.3	Class Regulations.....	36
3.4	Attendance Regulations.....	37
3.5	Lab Regulations.....	39
3.6	Leave Regulations.....	40
3.7	Library Regulations	41
3.8	Ragging	41

3.8.1	Prohibition of Ragging.....	41
3.8.2	Punishment for Ragging	43
3.9	Regulation for Sexual Harassment	44
3.10	Complaint of Sexual Harassment and Enquiry Procedure.....	45
3.10.1	Complaint Procedure.....	45
3.10.2	Internal Complaints Committee Enquiry Procedure	46
3.10.3	Frivolous Complaint	48
3.10.4	Punishment and compensation	49
3.10.5	Confidentiality Responsibility of ICC	50
3.10.6	General Provisions	50
3.11	Grievance Redressal.....	53
3.12	Placement Regulations	55
3.12.1	Campus Placement Policy.....	55
3.12.2	Purpose.....	55
3.12.3	Definitions and Acronyms	56
3.12.4	The placement policy guidelines.....	57
3.13	Sports Regulations.....	63
3.14	Hostel Rules and Regulations.....	63
3.15	Fee Regulations.....	65
3.16	Student Counseling.....	66
3.17	Other Regulations.....	66
4	OFFICERS AUTHORIZED TO TAKEN DISCIPLINARY ACTION	67
5	NATURE OF PENALTIES	68
5.1	Disciplinary Actions	68

PART-I

1 GENERAL

1.1 Title of Rules

These Rules shall be called “**ATME-College of Engineering – Student’s Conduct and Discipline Rules**”.

1.2 Date of Commencement

These Rules shall be applicable to student the day he/she is enrolled for a course /program at ATMECE. Further these rules come into force with **immediate effect**.

1.3 Applications of Rules

These Rules shall apply to all the students of the College, whether admitted before the date of enforcement of these Rules or afterwards.

PART-II

2 FACILITIES AND RULES

2.1 About ATMECE

- ATME College of engineering is founded by a group of like-minded technocrats in 2010. Founders are managing various kind 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 ATME College of Engineering.
- ATME College of Engineering has created a futuristic 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 year.

- It's not only the infra, but also the kind of faculty profile ATMECE has engaged, 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 like TOYOTA for Internships, Placement, Skill enhancement, Research & Development etc., Reputed companies like CISCO, Texas Instruments, Frenus 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 Center with qualified faculty members. A number of Research scholars are carrying out research work in the college. Lots of Publication & Consultancy projects are also being undertaken by faculty members.
- ATMECE has to its folds the credentials of being **NBA Accredited, ISO Certified** and ranked **GOLD by QS I-Gauge**. 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 class rooms & labs to industry interactions, cultural, social and sports events for the holistic all-round development of the students.

2.2 Vision, Mission, Quality Policy & Core Values

2.2.1 Vision

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

2.2.2 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.

2.2.3 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 of engineering, technology and management”.

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.
- Annual up gradation of teaching /training eminence will be carried out in order 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 and Technology 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.

2.2.4 Core Values of ATMECE

- Ethics
- Integrity
- Excellence
- Collaboration
- Social Responsibility

2.3 Graduate Attributes

The 12 Graduate Attributes

1. A Knowledge Base for Engineering (KB):

Demonstrated competence in university level mathematics, natural sciences, engineering fundamentals, and specialized engineering knowledge appropriate to the program.

2. Problem Analysis (PA):

An ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.

3. Investigation (Inv.):

An ability to conduct investigations of complex problems by methods that include appropriate experiments, analysis and interpretation of data and synthesis of information in order to reach valid conclusions.

4. Design (Des.):

An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.

5. Use of Engineering Tools (Tools):

An ability to create, select, apply, adapt, and extend appropriate techniques, resources, and modern engineering tools to a range of engineering activities, from simple to complex, with an understanding of the associated limitations.

6. Individual and Teamwork (Team):

An ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.

7. Communication Skills (Comm.):

An ability to communicate complex engineering concepts within the profession and with society at large. Such ability includes reading, writing, speaking and listening, and the ability to comprehend and write effective reports and design documentation, and to give and effectively respond to clear instructions.

8. Professionalism (Prof.):

An understanding of the roles and responsibilities of the professional engineer in society, especially the primary role of protection of the public and the public interest.

9. Impact of Engineering on Society and the Environment (Impacts):

An ability to analyze social and environmental aspects of engineering activities. Such ability includes an understanding of the interactions that engineering has with the economic, social, health, safety, legal, and cultural aspects of society, the uncertainties in the prediction of such interactions; and the concepts of sustainable design and development and environmental stewardship.

10. Ethics and Equity (Ethics):

An ability to apply professional ethics, accountability, and equity.

11. Economics and Project Management (Econ.):

An ability to appropriately incorporate economics and business practices including project, risk, and change management into the practice of engineering and to understand their limitations.

12. Life-long Learning (LL):

An ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge.

2.4 Campus Location and Facilities

ATMECE was established in year 2010; the Campus is situated on the Mysuru - Kanakapura – Bangaluru Road. At a distance of 13kms from city bus stand. The campus is located on serene environment with lush green ambience with an emphasis on learning with no distractions and disturbance.

State-of-the-art infrastructure amidst greenery is the hallmark of the college with 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, audio-visual enabled classrooms and multi-sports grounds with sports facilities add to the ambience of this Institution of higher learning.

Address:

ATME College of Engineering,
13th Kilometer, Mysuru-Kanakapura-Bangalore Road.
Mysuru-570028, Karnataka
Tel: +91-821-2954081
Email: info@atme.in

2.4.1 Salient Features of the Campus

- Green campus with good academic Ambience
- Good infrastructure with modern amenities
- Hostel facility for both Men and women
- Digitalized Centralized library with department library
- Emphasis on cultural activities through ATMEYA
- Transportation facility from Mysuru and nearby towns
- Campus with good security system and with camera vigilance
- Campus with wi-fi facility to all
- Convenience shop, ATM facility with in the campus
- Sports, NSS, red cross, social activities etc.,
- Cluster of Seminar halls and Auditorium
- Scholarship for meritorious students
- Health center in the campus
- Solar plant for self-reliance
- Ro-plant for safe hygienic drinking water
- Provision for sanitization at appropriate places and good wash rooms
- Counseling and mentoring for students
- Dedicated faculty with high retention
- Cluster of auditoriums
- Self-sustenance through solar energy system

2.5 Academic Programs

Branches	Intake
Civil Engineering	60
Computer Science & Engineering	120
Computer Science Engineering (Artificial Intelligence & Machine Learning)	60
Computer Science and Design	60

Computer Science & Engineering (Data Science)	60
Electronics and Communication Engineering	120
Electrical & Electronics Engineering	60
Mechanical Engineering	60

2.6 The Library

- Library is like Knowledge center and is the heart of the institute. The user's satisfaction is the main motto of library services and it is key success of library. The main role of an engineering college library is to satisfy the needs of its users. ATMECE Library and Information center established in October 2010. The library attracts students, teachers, researchers, educational administrators and other users from different branches of the college.
- The library is centrally located and the state-of-the-art library spread over 700 Sq. Mtrs., in two levels. The ground floor acts as a lending section and first floor acts as a reference section. The reference section with a capacity of about 200 students is set against a vast expanse of greenery and is ideal for students who want to refer books in a serene atmosphere. The primary objective of the library is to support the educational and research programs of the institute by providing physical and online access to information, consistent with the present and the anticipated educational and research functions of the institute.
- 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. The library has NPTEL and Edu sat Videos. It is a fully automated library predominantly related to Engineering, Technology and allied subjects.

2.6.1 Library Services

- Books Circulation Service

- Reference Service
- Access to e-Journals & e-Books
- Access to Free Books & Journals
- Digital Library
- Current Awareness Service
- Selective Dissemination of Information
- News Paper Clipping
- User Awareness Program
- Online Public Access Catalogue (OPAC)
- Reprographic Service

2.6.2 Library Rules

- The library users are requested to sign in the Gate Register when they enter & Leave the Library as well.
- Making noise, spitting, smoking, Bringing and using Mobiles inside the library is strictly prohibited.
- No refreshments or foodstuffs of any kind shall be consumed anywhere inside the library.
- ID cards / Books or reference material should be shown at the counter during entry / exit.
- Library staffs are authorized to examine everything that moves in and out of the library.
- Books and other library materials borrowed from the library for reference must be refereed in the library premises only and should not be taken outside the library.
- If books issued to a member are found mutilated at the time of return, he/she shall have to replace or pay the price of the book. Therefore, members are requested to check the books thoroughly before getting them issued.

- When the Users have any complaint about the services provided by the library, they should not enter into argument with the library staff. Instead, they are advised to bring it to the notice of the Librarian.
- Users should come to the library in person to borrow and reserving the books.
- Users should follow all rules decided by the library authority from time to time. And copy of the same will be made available to the Users.
- Librarian is entitled to cancel membership of any person found taking unauthorized books from the library.
- Suggestion / Complaint Register is available at Reading room counter.

2.7 Academics and Assessment Related Rules

Student gets admission to college through KCET or through management quota. Student has to complete the well-established procedure to complete the admission procedure by producing the required documents to the admission office and making the required fee payment.

- There are two kinds of admitted students:
 - (i) Regular student, who gets admitted after completing PU.
 - (ii) Lateral entry student, who gets admitted after completing diploma, to 3rd sem or 2nd year.
- A Regular student has to study for four academic years, i.e., eight semesters to complete his/her graduation, whereas the Lateral entry student has to study for three academic years, i.e., that is six semesters to obtain his/her degree.
- Actual teaching and learning will happen for a period of Ninety days per semester. A student can refer to the calendar of events to come to know about the exact functioning of the college.
- The maximum duration for the completion of the graduation is double the duration of the program i.e., for the Regular student is 8 Years and for the lateral entry student is 6 years. A regular student has to complete

160 credits to complete his graduation, whereas a lateral entry student has to complete 120 credits.

- A minimum of 85% attendance in each course is must to write final exams. However, a minimum of 75% attendance in each course with a provision for condoning up to 10% by the VC based on recommendation of the Principal on medical grounds etc., is required.
- The students who are having shortage of attendance are not allowed to appear for the examinations in these course (s), however for other courses, where attendance requirement is fulfilled, are allowed to write SEE.
- The student will repeat the course/s in which he/she falls short of attendance only, whenever the course/s is offered next. These courses of shortage of attendance will not be considered for vertical progression.

2.7.1 Types of Courses

A student has to undergo the following courses:

- **Humanities, Social Sciences and Management (HSMC):** These courses are mandatory for all disciplines.
- **Basic Science Course (BSC):** Physics, Chemistry and Mathematics. These courses are mandatory for all disciplines.
- **Engineering Foundation Course (EFC):** Courses on discipline oriented courses, which are mandatory course for the respective department and deals with in depth contents of the discipline.
- **Engineering Science Course (ESC):** Courses on introduction to basics of various disciplines such as Electrical/Electronics/Civil/Mechanical/Computer Engineering etc. These courses are optional to the students to support choice of interest.
- **Emerging Technology Course (ETC):** Courses on recent trends in emerging technologies offered by the various streams such as Electrical/Electronics/Civil/Mechanical/Computer Engineering etc. These courses are optional to the students to support choice of interest.

- **Programming Language Course (PLC):** Courses on introduction to basics of programming courses to cater the need of industry/company requirements. These courses are optional to the students to support their career development and to enhance their skill towards employment.
- **Professional Core Courses (PCC):** The professional Core Courses are relevant to the chosen specialization/ branch. The core courses are to be compulsorily studied by students and are mandatory to complete them to fulfill the requirements of a programme.
- **Professional Elective Courses (PEC):** Are the Professional Elective Courses, relevant to the chosen specialization/ branch and can be chosen from the pool of courses. It shall be supportive to the discipline providing extended scope/enabling an exposure to some other discipline /domain and nurturing student proficiency skills.
- **Open Elective Courses (OEC):** Are the Elective Courses from other technical areas and/ or from emerging fields. Students of other department will opt these courses.
- **Integrated Professional Core Course (IPCC):** It refers to the Professional theory Core Course Integrated with practical / lab component of the same course, which usually carries 04 credits.
- **Ability Enhancement Courses (AEC):** These courses are based on the content that leads to knowledge enhancement.
- **Universal Human Values Courses (UHV):** The courses teach about understanding of the harmony with human being, family, society and nature. These are mandatory for all disciplines.
- **Project Work (PROJ):** Mini project and Main Project are carried out at the Institution or elsewhere without interfering with the regular classwork.
- **Seminar (SEMI):** Deliverable at the Institution under the supervision of a faculty.

- **Internship (INT):** Preferably at an industry/ R and D organization/ IT company/ Government organization of significant repute for a specified period as mentioned in Scheme of Teaching and Examination.
- **Non-Credit Mandatory Courses (NCMC):** These Courses are mandatory, without the benefit of a grade or credit, for students admitted to B.E./ B.Tech. program. A pass in each mandatory Course is required to qualify for the award of degree.

2.7.2 Semester Results Grading Absolute Grading System:

LEVEL	OUT STANDING	EXCELLENT	VERY GOOD	GOOD	ABOVE AVERAGE	AVERAGE	PASS	FAIL
Letter Grade	O	A+	A	B+	B	C	P	F
Grade Points	10	9	8	7	6	5	4	0
Percentage of marks scored in the course	≥ 90	< 90 ≥ 80	< 80 ≥ 70	< 70 ≥ 60	< 60 ≥ 55	< 55 ≥ 50	< 49 ≥ 40	< 40
	(100-90)	(80-89)	(70-79)	(60-69)	(55-59)	(50-55)	(49-40)	(0-39)

- Semester Grade Point Average (SGPA)
- Cumulative Grade Point Average (CGPA)

2.7.3 Continuous Internal Evaluation (CIE):

Procedure for Continuous Internal Evaluation (CIE) Marks,

(a) Theory Courses (03 Credits):

- **Three Unit Tests** each of 20 Marks
 - First test at the end of 5th week of the semester.
 - Second test at the end of the 10th week of the semester.
 - Third test at the end of the 15th week of the semester.
- **Two assignments** each of 10 Marks
 - First assignment at the end of 4th week of the semester.
 - Second assignment at the end of 9th week of the semester.
- Group discussion/Seminar/quiz suitably planned to attain the COs and POs for 20 Marks (duration 01 hours).
- The sum of total marks of three tests, two assignments and quiz/seminar/ group discussion, will be out of 100 marks and will be scaled down to 50 marks for final CIE.

(b) Integrated Professional Core Courses (IPCC) (4 Credits):

- The CIE marks for the theory component of the IPCC shall be 30 marks and for the laboratory component 20 Marks. The minimum marks to be secured in CIE to appear for Semester End Examination (SEE) shall be the 12 in theory component and 08 in practical component.
- CIE for the theory component of IPCC
 - Two tests each for 20 marks
 - Two assignments each for 10 marks.
 - So obtained marks shall be scaled down to **30** marks.
- CIE for the practical component of IPCC
 - On completion of every experiment/ program in the laboratory, the students shall be evaluated and marks shall be awarded on the same day. The 15 marks are for conducting the experiment and preparation of the

laboratory record, the other 05 marks shall be for the test conducted at the end of the semester.

- The CIE marks awarded in the case of the practical component shall be based on the continuous evaluation of the laboratory report. Each experiment report can be evaluated for 10 marks. Marks of all experiments' write-ups are added and scaled down to 15 marks.
 - The laboratory test (duration 03 hours) at the end of the 15th week of the semester /after completion of all the experiments (whichever is early) shall be conducted for 50 marks and scaled down to 05 marks. Scaled-down marks of write-up evaluations and test added, this will be CIE marks for the laboratory component of TIPC for 20 marks.
- In case, students satisfy the attendance requirement of both theory and laboratory components of the IPCC, but fail to secure the minimum CIE marks in any one of the two, such students shall not be permitted to appear for SEE of course.

(c) Theory Course with 01 credit:

- Three Unit Tests (preferably in MCQ pattern) each of 20 Marks
- First test at the end of 5th week of the semester.
 - Second test at the end of the 10th week of the semester.
 - Third test at the end of the 15th week of the semester.
- Two assignments each of 10 Marks
- First assignment at the end of 4th week of the semester.
 - Second assignment at the end of 9th week of the semester.
- Quiz/ Group discussion/ Seminar, any two of three suitably planned to attain the COs and POs for 20 Marks (duration 01 hours).

- The sum of total marks of three tests, two assignments, and quiz/seminar/group discussion will be out of 100 marks and will be scaled down to 50 marks.

(d) Theory Course with 02 credits:

- CIE will be same as 1 credits theory course for the 1st and 2nd semester, however for a higher semester depends upon the type of the course, CIE may be non-MCQ type or the same as other core theory courses.
- CIE methods /question paper is designed to attain the different levels of Bloom's taxonomy as per the outcome defined for the course. At the beginning of the semester only, the teacher will announce the methods of CIE for the course.
- The candidate shall write tests, assignments/ unit-tests/ written quizzes in Blue Books which shall be preserved by the Principal/ Head of the Department for at least six months after the announcement of university results and shall be made available for verification as per the direction of the Registrar (Evaluation).

(e) Engineering Graphics/ Drawing/ Field Works:

- Engineering Graphics /Drawing / Engineering Visualization Course
 - The CIE marks awarded in the case of Drawing will be based on the weekly evaluation of classwork (sketching and computer-aided drawing) each drawing will be evaluated for marks as mentioned module-wise in the syllabus. Marks for all the drawing sheets are added and scaled down to 30 marks.
 - One class test similar to SEE will be conducted after completion of the syllabus for 100 marks and scaled down to 20 marks.
 - CIE marks (out of 50) scored by the student is the sum of classwork evaluation and test marks.

- The CIE marks awarded for higher semester Drawings/ Design Drawings offered by various branches shall be based on the evaluation of the sheets and one test in the ratio 80:20.

(f) Practical Courses:

- CIE marks for the practical course is 50 Marks.
- Split-up of CIE marks for record/ Journal and test are in the ratio of 60:40.
- Each experiment/ program will be evaluated for 10 marks and final sum will be scaled down to 30 marks.
- Two tests for 100 Marks (1st at the end of 8th week and 2nd at the end of 14th week) will be conducted and later on the marks will be scaled down to 20 marks.
- Final CIE will be the sum of marks score from record write-up etc., out of 30 marks and from test out of 20 marks.

2.7.4 Maximum and Minimum CIE and SEE marks for Passing

2.7.4.1 Maximum and Minimum CIE Marks

- For all other theory Courses/Drawing courses of the Program, the maximum CIE marks shall be 50. *To appear for the SEE, the minimum CIE marks to be secured shall be 40% of the maximum marks i.e., 20 marks.*
- For Practical/Fieldwork/Mini-project/Summer Internship-I and II / the maximum CIE marks shall be 50. To appear for the SEE, the minimum CIE marks to be secured shall be 40 % of the maximum marks i.e., 20 marks.
- For Research Internship/ Industry Internship/ Major Project the maximum CIE marks shall be 100. To appear the SEE, the minimum CIE marks to be secured shall be 40% of the maximum marks i.e., 40 marks.

- For the Seminar maximum, CIE marks shall be 100, minimum passing marks is 40% of the maximum marks i.e., 40 marks.

2.7.4.2 Maximum and Minimum SEE Marks

- For all other theory Courses /drawing Courses of the Program, the maximum SEE marks shall be 50. The minimum SEE marks to be secured shall be 35 % of the maximum marks i.e., 18 marks and in **total 40 % of the Course maximum marks** i.e., the sum of the CIE and SEE marks prescribed for the Course to declare to be passed.
- For Practical/Fieldwork/ Summer Internship-I and II / the maximum SEE marks shall be 50, the minimum SEE marks to be secured shall be 35 % of the maximum marks i.e., 18 marks.
- For Research Internship/ Industry Internship /Major Project the maximum SEE marks shall be 100, the minimum SEE marks to be secured shall be 35% of the maximum marks i.e., 35 marks.
- **No SEE** components Inter/Intra Institutional Internship and Innovation/Societal/Entrepreneurship based Internship, Technical seminar and Mini project.

2.7.4.3 Vertical Progression

- *If the student fails in more than 16 credits, he/she is not eligible for next year.*
- However to enter 7th semester, i.e 4th year, the student should clear all the 1st year (I/II sem) courses.

NOTE: For more details, refer to VTU website.

2.8 Student Development

The Student Welfare Office provides a platform for students to exhibit their talents and skills. It provides a forum through cultural activities for like-minded people to meet each other, exchange ideas and grow into fuller human beings. SWO

conducts programs to search for talent and sharp minds, find and refine the sharpest minds.

The various student forums and clubs in which student can get himself 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

2.9 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 at I 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 first come first serve basis. To reckon the concession slab, only 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 or PCM %	Tuition Fee Concession*	College Fee Concession**	Transportation Fee Concession*	Remarks
1	1 to 5000 or >95% in PCM	Free	Free	Free	For all 4 Years
2	5001 to 10000 or >90% in PCM	50%	50%	50%	For all 4 Years
3	10001 to 20000 or >85% in PCM	25%	25%	25%	For all 4 Years
4	20001 to 25000 or >80% in PCM	25%	25%	25%	For first 2 Years only
5	25001 to 35000	25%	25%	25%	First year only

2.9.1 Regular Student Free ship/ Scholarship Fee Concession

ATME College of Engineering is providing scholarships for toppers of all Departments for each Academic Year, two toppers of each department are being conferred with scholarships. The 1st topper of the department will be given Rs. 1,000/- scholarship and the 2nd topper will be given Rs.500/-. The student free ship/ scholarship fee concession rate may vary every year as per the notification by Institution.

2.9.2 Lateral Entry Students Free ship/ Scholarship Fee Concession

ATME College of Engineering have come up with a unique idea of encouraging the Lateral Entry 2nd Year Students (New joined students) by providing scholarships, if the students clear all the subjects in 2nd year i.e., 3rd and 4th semester in the very first attempt. This kind of scholarships will help the students to boost up their confidence and also do well in all the Academic Years of

Engineering. The College has decided to award an amount of Rs. 5,000/- as a scholarship from the Academic Year 2017-18.

2.9.3 Need Based Financial Aid

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

2.10 Public Media Contact

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

- A student is prohibited from interacting or speaking on behalf of 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 in any 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 statement that 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, such students found guilty will be initiate disciplinary action as per the norms of the institution.
- Student has to confine their use of social media for the sake and purpose of the academics.

2.10.1 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 are prohibited to use social media for the following:

- To harass, threaten, insult, defame or bully another person or entity
- 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 or sound 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 trademark owner.
- 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 content you 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 College and that you are not speaking on behalf of the College.
- 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 unparliamentary discussions in the social media.

2.11 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 engages in academic dishonesty face serious consequences. Sanctions may include, but are not limited to.

2.11.1 Accidental Plagiarism

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

2.11.2 Deliberate Plagiarism

If a student intentionally commits plagiarism (for example, by copying and pasting text or paraphrasing another author'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 have directly plagiarized (i.e. by submitting a paper that is wholly or mostly someone else's work and passing it off as his own), a student could be expelled from the program, college and university.

The common consequences/ punishments are

1. Grade penalties
2. Failing in the respective course
3. Facing disciplinary action
4. Suspension or expulsion from the college
5. Failure on an assignment, grade reduction or course failure, suspension, and possibly dismissal.

6. Faculty members should consult the Office of the Dean of Student Affairs to determine if a formal complaint should be filed.
7. Apart from the immediate consequences, being caught plagiarizing is likely to result in a black mark on the students' academic or professional record, creating problems for a student future career.
8. To avoid plagiarism, it is essential to properly cite sources in every piece of writing that one submits.

2.11.3 Penalties for Students (UGC)

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

1. **Level 1 (10%-40%)**– the student will not be given any mark or credit and revised script must be resubmitted within a stipulated time period which does not exceed 6 months.
2. **Level 2 (40%-60%)**– the student will not be given any mark or credit and the revised script is to be resubmitted between 1 year and 18 months.
3. **Level 3 (above 60%)**– the student will not be given any mark or credit and their registration for that course will be canceled.

If a student repeats such act of plagiarism, then the punishment will be for the next level to the one previously committed. In cases where the highest level of plagiarism occurs then the punishment remains the same and the registration will be canceled.

If 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 period.

2.12 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 with project work in their final year or pre final year in order to develop a better understanding of concepts and methods in a particular subject. A project work will 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.

The important aspects that should be remembered while developing a project are:

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

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

- Copy write violation
- Plagiarism violation
- Copying an existing project from same institution or other institution (However a project can be developed by getting inspired from an existing work).
- Completely copying the existing work from internet or any other source.

- Punishment for copying a project work will be dealt in a similar manner as dealt with the plagiarism issue.

2.13 Guidelines to attend the online class

Following are the set guidelines that must be followed by students to attend the online class

- A student should make sure that he has everything needed to attend the online class, like a computer desk top/a laptop/tablet/ a smart mobile phone with required, head phone, internet connectivity etc.,
- It is the sole responsibility of the student to ensure good internet connectivity with a good band width.
- A student should login to the class 5 minutes before the commencement of the class.
- A student should consider the on-line class equally in par with the physical class and maintain the required decorum of the class while attending the class.
- A student should not unnecessarily join any other class without the permission of the officials of the institutions.
- A student should not unmute his system and create unnecessary noise and disturb the ongoing class.
- A student should not share the class link with any unauthorized person apart from himself and allow them to create any kind of nuisance while class in progress.
- A student should not intervene in the proceedings of the class unnecessarily, while a student who needs to interact with the faculty should raise his hand (with the option available in the software) and raise the questions.
- A student should not login the system and stay somewhere away from the system while the class is in progress.

- A student should respond to faculty when the faculty raise questions or ask student to interact.
- A student should be actively attending the online class throughout the session.
- A student should leave the session only with the official permission of the faculty.
- Any kind of misbehavior will be treated as a misconduct on the part of the student and will attract strict disciplinary action from the authorities of the college.

2.13.1 Expected Student Behavior During Attending Online Classes

Education system has to understand the need for adopting the online-virtual mode of teaching-learning to continue with the overall learning process. Online–virtual learning has become mandatory for both faculty and student at present day and has become the new normal for learning.

PART-III

3 ACTS OF INDISCIPLINE & MISCONDUCT

3.1 Introduction

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

The activities related to bullying, racism, sex and other antisocial behavior will not be tolerated. The highest standards of behaviors 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 application of 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 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 and applies to misconduct committed in the college premises or during college related activities off college premises. All the students admitted in the college will have to give an undertaking regarding general conduct & behavior.

3.2 General Disciplinary Matters

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.

3.2.1 Identity Card

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.

- a) He/ She must take proper care of his/ her 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 submitted for the issue of the duplicate Identity card which will be issued on payment of charges.

3.2.2 Dress Code

- a) All Students shall wear only the prescribed uniform while attending the college on all days. In case uniform is not made mandatory on any specific day, only neat and decent dresses are allowed. Both Boy and Girl students are to dress 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 student will be sent back home for that particular day and marked as absent. 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 dupattas pinned properly or Sarees only. Tight, transparent, provocative fittings are strictly prohibited.
- c) All students are advised not to wear precious and costly jewelers. The College authorities will not hold any responsibility for the loss. Students shall come to college with shoes compulsorily.
- d) Nobody can enter the campus with a covered face or with his/her helmet on.

3.2.3 Students Behavior

3.2.3.1 Students Behavior 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.

3.2.3.2 Student's Behavior in the Laboratory

- a) Students should take care of tools, apparatus and other equipment given to them and should preserve the cleanliness of the laboratories.
- b) Students shall maintain the labs, classrooms, library, buildings of the college and hostel neat without causing any damage, breakage and nuisance.

3.2.3.3 Student's Behavior During Examinations

- a) Committing forgery, tampering answer booklet or misuse the University documents or records, identification cards etc., action will be taken according to the university rules and regulation.
- 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 malpractices at the College/ University Examinations will not be permitted to continue in the college.
- d) Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the College would be seriously dealt with.
- e) Students are required to bring their identity cards and hall tickets at the time of all examinations.

3.2.3.4 Students Behavior in the Campus

- a) Students must not loiter in the college premises while the classes are in progress.
- b) The students will not be permitted to loiter in the College on holidays, unless they have been specifically called.

- c) Spitting, smoking and littering inside the college campus must be avoided.
- d) Drinking and smoking is prohibited in the college as well as in the hostels.
- e) Students should not collect money unauthorizedly in the name of the college. Students are strictly forbidden from collecting money for any purpose without the permission of the principal.
- f) Students shall not possess, consume or distribute alcoholic drinks or any kind of hallucinogenic drugs.
- g) Students shall not indulge in acts of gambling in the college premises
- h) Any kind of indiscipline including fighting in the hostel & college premises will be punishable.
- i) Carrying lethal weapons like guns, revolver etc. in the college or hostel is not allowed. Keeping the weapons in the hostel rooms is prohibited.
- j) Students shall not indulge in pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature.
- k) 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 college premises.
- l) Students shall refrain from arousing communal, caste or regional feelings or creating disharmony among students.
- m) 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.
- n) Entertaining outsiders in and outside the college campus and indulging in anti-social activities are serious offences and are punishable as such.

- o) 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.
- p) Willful damage or stealthy removal of any property / belongings of the college or fellow students is prohibited.
- q) 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.
- r) All the students should strive for cleanliness of the premises and help in the maintenance and students need to follow good hygiene in college.
- s) Loitering, shouting, whistling and other such acts that cause nuisance in the premises of college are strictly prohibited.
- t) 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.
- u) No student shall directly or indirectly participate, involve or commit any illegal activity including nuisance in the college, hostel or in any public place.
- v) All meetings, cultural programs, debates, etc. organized at 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.

- w) Playing loud music is strictly prohibited in the college premises. Defaulters will be punished and their instrument will be confiscated.
- x) 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 and strict disciplinary action against the student.
- y) Students are prohibited from organizing and attending meetings in the College and distributing notices for any purpose without the permission of the principal.
- z) Gathering in groups at entrance of the college, pathways & roads is strictly prohibited.
- aa) While attending College functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- bb) Celebrating any kind of festivals with in the college/hostel premises without the prior permission of the principal/concerned authorities is strictly prohibited. Playing Holi inside the College & Hostel premises is strictly prohibited. Disciplinary action will be taken against the student found guilty of violating this rule.
- cc) Students should strive hard and spare no effort in maintaining peace n harmony in the campus.

3.2.3.5 Students Behavior 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 relation with fellow students. Particularly they are expected to show kind and cordial consideration to the new entrants admitted to the college every year.
- d) Students shall show due respect to the teachers of the college, the Superintendents/ Wardens/ Assistant 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 behavior towards anyone within or outside the campus.
- 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 defaces 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 with the fellow students (girls/ boys), Ragging, 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 Press.
- k) Boys' students shall have no entry into the Ladies 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.

3.2.4 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 actively participate in sports, extra-curricular 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 or motorcycles locked in the parking area at their own risk. No bicycle, scooters or motorcycles shall be parked in any other part of the College building/campus.
- d) Representation of complaints and grievances may be made through the concerned 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.
- 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) Will not permit to attend the college if the students are suffering from any contagious or infectious diseases.

- i) Students shall maintain good discipline & character throughout 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, Debates, General functions, etc. will be conducted by the college nominated bodies and concerned departments. These bodies would chart out the programme.
- 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 not refrain from appearing or giving false statements when one is asked to present evidence or respond to an investigation involving the disciplinary code.
- p) 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.
- q) Student representatives will be nominated by the concerned constituted committees. There will be no election to the College Departments and academic associations.

3.3 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 discipline.
- c) The students shall observe strict 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 the free periods, students should work quietly either in the Library or in the Reading Room, or spend time in the Students Common Room without causing any disturbance.
- i) Willful absence from classes and instigation of the students to abstain or to go on strike is a serious breach of discipline and 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 it's vicinity shall be dealt severely
- k) The concerned Head of the Department shall have power to impose fine and / or to cancel attendance of students for specific period in case of inattentiveness / indifference to studies, or for late coming without valid reason and other minor offences.

3.4 Attendance Regulations

- a) Normally 100 % attendance is expected. Ideally a student should attend all lectures, tutorials, practical's and seminar held during the year in all the 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 and Practical in all the subjects. If the student fails to improve his/her attendance, and does not keep the required attendance, he may not be permitted to fill his/her examination form. Thus she/he will not be permitted to appear at the final University examination & will be detained.

- c) Students are required to attend the classes the day college reopens after each semester. Those students who fail to do so will be fined Rs.100 per day.
- d) No exemption for attendance will be allowed for rehearsals/practice in Cultural/Sport/ etc activities.
- f) The students, who are required to participate in the activities of the college such as debates, 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.
- g) 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 reasons.
- h) Parents/guardians 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, she/he shall not be permitted to appear in the Annual Examination. All such students shall be prevented from appearing in the final University Examinations.
- i) It should also be noted by the student that the certification of the Term is subject wise for each Term. Absence on medical ground for 03 days or more should be supported by medical certificate from the registered medical practitioner.
- j) Students shall switch off lights and fans on vacating the classrooms.
- k) Students shall report, as a duty, all cases of impropriety and misbehavior to the college authorities.

- l) Students shall not attempt at bribing or corruption in any manner.

3.5 Lab Regulations

- a) In the laboratory workshop all the students must wear prescribed uniform.
- b) Every student must enter his/her name and sign in the log book maintained in lab before using any lab.
- c) Internet use in the Computer Lab must only be for course-related works.
- d) Student who needs 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 be occupying more than one workstation, terminal or PC simultaneously while other users are waiting.
- g) Misusing of computer software: ATME is the licensee of many computers 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.
- h) Misusing of computer Hardware: ATME is the owner of all the hardware equipment's residing in the Computer Labs. Students must not damage or pilfer any hardware equipment's. Any malicious attempt to damage any hardware system or component is a serious offence. Students are not allowed to remove any hardware system or component from any lab. Such an action will be considered as theft and will be dealt 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 BIOS 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 portable or removable disks on computer systems, or to copy/store any virus infected file on any computer system.
- m) Students must be made sure to follow the proper shutdown procedures before leaving the labs.
- n) Error Reporting: If there is any hardware, software, or any other operational errors are found in lab students should inform the LAB administrator / in charge.
- o) Students should observe the safety regulations in the laboratories and workshops.

3.6 Leave Regulations

- a) Students can avail leave after due approval from HOD.
- b) Students taking medical leave should produce a Medical Certificate and also a letter from parent.
- c) 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. No benefit of condoning will be given for giving medical certificates. Medical certificates should be submitted at the time of illness and not after recovery.
- d) It is imperative that students take prior permission in writing (leave letter to be given) from the respective HODs, if they wish to apply for leave.

3.7 Library Regulations

- a) Any of the Following behaviour(s) is strictly prohibited in the Library:
- Usage of Cell Phones in the Library.
 - Causing a disturbance or engaging in any behavior which interferes with Library activities
 - Removing or attempting to remove library materials, equipment or property unauthorisedly.
 - Failing to either renew or return library materials when due.
 - Concealing library materials in the Library for the exclusive use of an individual or group.
 - Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding or in any other way damaging or defacing library materials. Eating and drinking in the library.
 - 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.
 - Vandalizing or defacing the library building, furniture or equipment.
 - Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.
- b) Students must work quietly while they are in library and spend time in such a way that they do not cause any interference others.
- c) Absolute silence should be maintained in the library.
- d) Students shall desist from tearing off pages from library books.

3.8 Ragging

3.8.1 Prohibition of Ragging

- Ragging in any form is strictly prohibited within or outside the College premises, as well as on public transport.

- Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with severely.
- 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 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 behavior.
- 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.
- The act of abetment of ragging amounts to ragging. Such Students will also be penalized.
- 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.

- 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.
- 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.

3.8.2 Punishment for Ragging

- Depending on the nature and gravity of the offence and in consideration to the findings and Report of the Anti-Ragging Squad, the Anti-Ragging Committee shall award punishment to those found guilty of ragging.
- In addition to the punishment as stated, the Anti-Ragging Squad or the Anti-Ragging Committee may also order for administrative and/ or reformatory steps such as change of Class/Section, mandatory counselling in-house or by approved agencies etc.
- The guilty shall be liable for the punishments as may be decided by the ARC on the recommendation of ARS as guided / indicated in Annexure 4 hereto which shall include any one or more of:
 - Cancellation of admission.
 - Suspension from attending classes.
 - Withholding/withdrawing scholarship/fee concession and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - Withholding results.
 - Debarring from participation and/or representing the college in any competition, fest sports or other such events.
 - Suspension/expulsion from the hostel.
 - Rustication from the college for a period up to 1/2 semesters.

- Expulsion from the college and consequent debarring from admission to any other institution.
- In the case of offences of very serious/grievous nature, referring the case to the Police, in addition to any other punishment.
- Collective punishment where the offence is committed collectively by a group or by a class making it difficult or not possible to identify specific persons.
- Any punishment awarded under this Regulation shall be independent of the penal proceedings undertaken by the Police or the Local Authority based on the FIR, if any, filed by the University and shall be binding on the guilty notwithstanding the decision taken by the Police or the Local Authority on the FIR so filed.
- The decision of the Anti-Ragging Committee on the punishment shall be final and binding.

3.9 Regulation for Sexual Harassment

The ATMECE has a zero tolerance policy towards sexual harassment and shall provide for timely and adequate compliance of the directions in this regard contained in the MOE/UGC/VTU Regulation.

Regulation

1. Applicability and Commencement

This Regulation shall apply to all Students, Employees (irrespective of their Tenure, Position, Designation or Gender) and Visitors (in whatever capacity) of the University in all its Campuses /workplaces and shall come into effect retrospectively from June 2015.

2. Definition

In this Regulation unless the context otherwise requires, all the terms specified or contemplated herein shall have the same meaning and interpretation of such term/s as contained in Section 2 of the UGC Regulation except where

differently specified. For immediate reference, definition of certain important terms is reproduced in the Schedule hereto.

3. Authorities

In order to ensure effective administration of the objectives of the Regulation, the college shall have the following Authorities duly constituted with the approval of the Governing Council.

Internal Complaints Committee (ICC)

The Internal Complaints Committee shall be the primary authority responsible for dealing with and to adjudicate on any complaint or grievance in the nature of sexual harassment and shall function with full autonomy and power to make recommendations and/or to pass punitive orders in accordance with this Regulation.

3.10 Complaint of Sexual Harassment and Enquiry Procedure

3.10.1 Complaint Procedure

An aggrieved person is required to submit a duly signed written complaint to the ICC as early as possible after the grieving incident but not later than three months from the date of the incident and in case of a series of incidents within the similar time frame from the date of second such incident.

- a) Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.
- b) Provided further that the ICC may, for the reasons to be recorded in writing, extend the time limit not exceeding one month, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the specified period.
- c) Any unreasonable delay in reporting the incident will be considered by the ICC as a failure on the part of aggrieved in determining the grievousness of the complained grievance and/or the intent of the aggrieved.

- d) Friends, relatives, Colleagues, Co-students, Psychologists, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.
- e) In the absence of immediate availability of any of the members of the ICC the complaint by the student may be notified through the Batch Counsellor or the Head of the Department and by any other person through the Dean or Director concerned who shall immediately forward the same to the ICC without recording any comment or opinion. The date of such notification shall be deemed to be the date of submission of the complaint to the ICC.

3.10.2 Internal Complaints Committee Enquiry Procedure

- a. The ICC upon receipt of the Complaint, shall get the same scrutinized by reference to a Select Committee of Members of ICC specifically constituted by the Presiding Officer. The Select Committee within 7 working days of such reference shall examine and report on the Complaint to the Presiding Officer with regard to its veracity, if needed by summoning the Complainant and/or by making independent preliminary enquiries. The Select Committee in its Report shall clearly state the reason/s that has led to its decision on the veracity of the Complaint. The independent enquiry referred to may include examining evidences from CCTV Cameras installed by the University and the opinion about the general behavioral traits of the complainant/ offender from discrete sources.
- b. The Presiding Officer on the basis of the report of the Select Committee, if the Complaint is to be further enquired, shall as soon as possible send Notice to the Respondent with a copy of the Complaint seeking his/ her appearance before the ICC along with his/her response in writing on a specified date which shall not be later than 7 working days from date of the Notice. Notice will also be sent to the Complainant for his/ her

- presence on the specified date. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.
- c. If the Select Committee is not convinced of the veracity of the complaint and has so reported, the Presiding Officer shall as soon as possible send Notice to the Complainant with a copy of the Report of the Select Committee seeking his/her appearance before the ICC along with his/ her response in writing on a specified date which shall not be earlier than 7 working days from date of the Notice. If the case needs urgent attention the Notice period may be reduced at the discretion of the Presiding Officer.
 - d. Enquiry/Hearing by the ICC shall be conducted dispassionately by following normal judicial practices and if warranted the Parties may be allowed to produce documentary evidences/witnesses in support of his/her claim or defense as the case may be. However, either Party shall not be allowed to be represented by any third party including an Advocate.
 - e. The ICC may hear and/ or cross-examine the Parties either independently or in joint presence as may be deemed fit by the Presiding Officer.
 - f. If the Respondent does not appear on the specified date of Hearing the ICC may post the Hearing to the same day of the subsequent week and if the Respondent once again fails to appear, the ICC may proceed to decide the Case on Ex-Parte basis.
 - g. Either Party on appearance, if seeks time to defend his/her case, he/ she may be allowed time up to not more than 7 days at a time and no such extension of time shall be permitted more than twice.
 - h. If the Party does not appear on such extended dates the ICC may proceed to decide the Case on Ex-Party basis against such Party.
 - i. The ICC shall complete the enquiry proceedings within a maximum period of 45 days from the date of receipt of the Complaint and within

the next 7 working days shall submit its report with recommendations to the Vice Chancellor with a copy to both the Parties to the Complaint.

- j. The Vice Chancellor shall choose to act on the recommendation of the ICC on expiry of 15 days from its receipt unless an Appeal against the same is filed as per this Regulation.
- k. At any time prior to or during the enquiry process the Aggrieved (Complainant) may seek conciliation of the matter, in which case, the ICC may facilitate such resolution of the complaint by conciliation between the Parties and on the basis of documented reconciliation signed by the Parties, all the enquiry proceedings of the ICC shall be dropped.
- l. Provided that no such conciliation shall be encouraged in consideration to any monetary payment
- m. Provided further that notwithstanding such conciliation if the ICC is of the opinion that the conduct of the employee or the student (as respondent) as the case may be, is a serious misconduct/ act of indiscipline under the Code of Conduct and Ethics/Disciplinary Rules prescribed by the University it may recommend for appropriate punitive action.

3.10.3 Frivolous Complaint

If any Complaint filed under this Regulation on its scrutiny/ independent enquiry is found to be false, untrue or malicious by the Select Committee and is so concluded by the ICC based on its enquiry proceedings the Complainant shall be liable to be punished as if the offence was perpetrated by the Complainant and shall be in accordance with clause 6 of this Regulation.

- a. Provided that mere inability to substantiate a complaint or provide adequate proof thereof shall not by itself be sufficient reason for concluding the complaint as frivolous.
- b. Provided further that malicious intent of the Complainant must be substantiated by appropriate supporting evidences.

3.10.4 Punishment and compensation

- a. Any employee of the University found guilty of sexual harassment shall be punished in accordance with the Employment Regulations and the prescribed Code of Conduct.
- b. Where the respondent student is found guilty of sexual harassment, depending on the severity of the offence ICC shall recommend/award any one or more of the following punishments.
 - Withhold the student privileges such as access to the library, auditoria, and halls of residence, vehicle parking, scholarships, fee concession, and identity card.
 - Suspend or restrict entry into the campus for a specific period.
 - Award reformatory punishments like mandatory counselling and/or community services.
 - Debar from writing the Semester Examination.
 - Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- c. In the following circumstances and on that basis the aggrieved may be entitled for monetary compensation as may be appropriately determined and recommended by the ICC subject to approval of the Vice Chancellor. The compensation so payable shall be recovered from the offender.
 - Mental trauma, pain, suffering and distress caused to the aggrieved person.
 - Loss of career opportunity due to the incident of sexual harassment.
 - Medical expenses incurred by the victim for physical, psychiatric treatment.

3.10.5 Confidentiality Responsibility of ICC

- a. With reference to any complaint enquired into by the ICC under this Regulation, it shall ensure that the identities as well as the complaint details of the aggrieved party or the offender shall be kept strictly confidential by every member of the ICC and shall never be kept in the public domain either during or after the process of the enquiry.
- b. As provided in Section 16 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, no personal or other information with regard to any complaint received and enquired and/ or disposed of by the ICC shall be furnished or shared under the Right to Information Act 2005.

3.10.6 General Provisions

These General Provisions shall apply to this Regulation in entirety irrespective of whether or not it has been specifically stated under its different Clauses or under other relevant Regulations of the College.

- a. Sexual Harassment shall be a deemed misconduct of any employee or visitor of the college and if proved, appropriate punitive action shall be initiated against the perpetrator.
- b. Sexual Harassment by any student shall be a deemed violation of disciplinary Rules of the college and if proved appropriate punitive action shall be initiated against the perpetrator.
- c. All Academic and Administration heads of the college located in all its workplaces shall be accountable for the compliance of this Regulation.
- d. All communications and Notices under this Regulation shall be served at the address of the recipient as registered with the college and except for filing of complaint by the aggrieved Party electronic communication from and to the registered email address shall be a recognized mode.
- e. Document or Documentation referred to in clauses 2 (k),3(a) (7), 3(b)(6) and 9(i) shall include Minutes of Meetings, Record of Complaints and Disposals, Reports/Orders of the ICC, Minutes of Meetings, Minutes of

Conciliation, Reports of ICAC, Annual Reports to UGC and any other document as may be specified. All the said documents shall be prepared in specified formats and shall be kept as 'classified' in the custody of the Presiding Officer and shall be accessible only to authorized persons.

- f. If the Aggrieved person opts to file the complaint directly to the State Machinery of Police prior to or after referring the matter to the ICC, no proceedings under this Regulation shall be pursued except that the University at its discretion may exercise its right as specified in Proviso (ii) of Clause 2(k). The ICC in such a case shall be authorized to share in confidence all related information concerning the complaint to the Police without any prior or later reference to the Aggrieved or the Offender.
- g. Any matter concerning the subject of this Regulation not specifically stated herein shall be guided/ governed by the relevant provisions as contained in the UGC Regulation. Schedule of Definitions of Important Terms.
- h. 'Campus' means the location or the land on which the University and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centers, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centers, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the University including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the University.
- i. 'Employee' for the purpose of this Regulation shall mean, person, as defined in the UGC Regulation and also include any visitor to the

University as Research Supervisor, Consultant, Auditor, Audit Assistants, or for any other purpose whether employed or not.

j. 'Sexual Harassment' means:

- (i) An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:
- (ii) Any unwelcome physical, verbal or non-verbal conduct of sexual nature;
- (iii) Demand or request for sexual favors;
- (iv) Making sexually colored remarks
- (v) Physical contact and advances; or showing pornography
- (vi) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones
- (vii) Implied or explicit promise of preferential treatment as quid pro quo for sexual favors.
- (viii) Implied or explicit threat of detrimental treatment in the conduct of work;
- (ix) Implied or explicit threat about the present or future status of the person concerned.
- (x) Creating an intimidating offensive or hostile learning environment;
- (xi) Humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.
- (xii) 'University Community' shall mean and include all its employees as defined including casual, part-time contracted or full time, its Service Providers and its Associated persons such as external

members of the Board of Studies, Academic Council and Board of Management.

(xiii) 'Victimization' means any unfavorable treatment meted out to a person with an implicit or explicit intention to obtain sexual favor.

(xiv) 'Workplace' means the Campus or college.

- a. Any department, organization, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the college.
- b. Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in the college.
- c. Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the college for undertaking such journey for study in the college.

3.11 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 the 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 person whose presence is required for the speedy resolution of the grievance.
- The Grievance Redressal Committee will study the documents namely, petition/ application, the relevant documents, the statements of complainant, the statements of respondent and statements 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 action against 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. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.

3.12 Placement Regulations

3.12.1 Campus Placement Policy

The placement policy will be applicable to all eligible students who are willing to avail placement facility from the Career Guidance and Training (CGP) Department. This is to be followed during the entire duration of the placement season. *The role of the Training and Placement Office (TPO) are a facilitator and counsellor for placement related activities. Applying for a Placement Agency or joining a Placement Agency is entirely the responsibility/decision of the student concerned. The Career Guidance and Placement (CGP) office assures to do the best as far as providing placement service goes but does not promise 100% placement guarantee.*

In order to provide maximum placement opportunity to students, CGP Department invites various Placement Agency from different sector of the industry. CGP Department takes utmost care in scrutinizing the credibility of such Placement Agency. However, students should also verify the standings of such Placement Agency of their own. Only after satisfaction about the credibility of Placement Agency any student should participate in placement procedure.

3.12.2 Purpose

The purpose of the placement policy is to define the overall structure & processes of the placement cell, and to structure the roles & responsibilities of the teams working on this process of placement cell. The policy will ensure that: -

- To create employment opportunities for the students.
- To maximize the student placements through on-campus drives.

- Deserving candidates can have the opportunity to start their career with their preferred Placement Agency.
- To maintain the quality standards of the jobs offered.
- To ensure that the whole team work according to the defined processes to achieve the common objectives.

3.12.3 Definitions and Acronyms

In the context of this policy:

- Career Guidance and Placement (CGP)** is a body consisting of Head, Training and Placement Officer, Faculty Placement Coordinators and the Student Placement Coordinators.
- Head** means the member of the Institution's academic staff designated by the Principal as responsible for planning and coordinating placements, training related to communication skills, soft skill/personal development/pre placement, ensuring its appropriate assessment, in consultation with the Management, Principal and Heads of various departments.
- Training and placement officer** means the member of the Institution's academic staff designated by the Principal as responsible for planning and coordinating placement, training related to communication skills, soft skill/personal development/pre-placement, ensure appropriate assessment, in consultations with the management, Principal and Head of CGP.
- Faculty Placement Coordinator** means a member of the academic staff who is responsible for assisting students to find placements that meet professional requirements, visiting organizations to maintain and expand placement opportunities. The position also coordinates with the Head/ Training & Placement officer for matters regarding Training and activities related assessments and reports generation. Under supervision of the Head, Training and Placement officer & Principal FPC performs a variety of oversight functions related to

the job/internship placement of students; implements duties; and performs other related work as assigned and/or required.

- e. **Student Placement Coordinator** means a member of the student group who is responsible for assisting students to find placements that meet professional requirements, liaising with placement organization supervisors, visiting organizations to maintain and expand placement opportunities. The position also coordinates with the Training & Placement officer for matters regarding Training and training related assessments and reports generation.
- f. **Training/ Placement agency** means any agency, Placement Agency or body which provides training/ placements for students of the College.
- g. **Unprofessional conduct** means behavior that is not characteristic of or befitting the profession; it includes but is not limited to conduct that:
 - Is unethical;
 - departs from the standards set by the profession;
 - Uses language that is unacceptable in the presence of co-workers; supervisors of clients; or
 - Demonstrates a lack of respect or sensitivity to clients.

3.12.4 The placement policy guidelines

- a) The placement facility is available to all the students who are enrolled with CGP Department subject to fulfilling the eligibility criteria as mentioned below. A detailed enrolment form should be filled and true details should be provided. The Head does not take any responsibility later in case the student has made a mistake in his/her registration form (Eg: mistakes in phone numbers, email address etc...)
- b) It is expected that a student shall NOT add any ambiguous/ wrong/ fraudulent/ misleading information in his/ her resume. Resume

checks will continue throughout the placement process. If, on verification at any point of time any discrepancies are found, the student would be de-barred from placements. This may also attract strict disciplinary action. All students have to specify their area of interest for the purpose of placement.

c) The Career Guidance and Placement (CGP) enables the students of ATME to bridge the gap between the Academia and Corporate world. Feedback from industry is collected and the feedback used to design various Training Programs which runs through all the 4 years of the course. The various components of the Training Programs organized by the College will include modules on Communication Skills, Soft Skills, Current Affairs, General Aptitude, Technical Aptitude, Presentation Skills, Group Discussion Skills, Interviews Skills & Mock Interviews, Industrial Analytics Workshops, etc. Training is also proposed based on the modern techniques of psychometric testing to give scientific career counselling to students to equip them to grab the opportunities available. This important activity is vital to enable the students to achieve desired career objectives. It is mandatory for every student to take part in this Pre-Placement Training Programs.

d) Pre placement Training will be conducted during the vacation between 3rd and 4th year or any other feasible slot. It is mandatory for every student to take part in this Pre-Placement Training Programs.

e) Placement Agency–specific orientation is conducted for students prior to the placement drives organized by the institution as often as possible. A special orientation program is also conducted along with industrial visits organized by ATME and it is mandatory for every student to take part in such activity.

f) CGP Department issues Notification of campus interview for a particular Placement Agency and the same will be displayed / conveyed to the students through respective Department, Faculty & Students

Coordinators and vide Group email/message to batch students. Students are advised to regularly check the Notice board for placement updates. No personal communication will be made in this regard.

g) The students who wish to participate in placement activity of a particular Placement Agency/organization are required register themselves through the FPC's directed to Career Guidance and Placement (CGP) before the specified deadline. No late entries will be entertained under any circumstances.

h) Placement Agency are expected to give a Pre-Placement Talk [PPT] laying out the details of the Placement Agency and the offer before the process. In case there is no PPT by the Placement Agency, then the CGP department would give a PPT.

i) Attendance for Pre-Placement Talk (PPT) is mandatory for all the interested students. Absent for PPT will automatically disqualifies a student form the selection process for that particular Placement Agency. For any reason if a student is not in a position to appear for the PPT, he can do so by submitting the *Leave of Absence slip*.

j) During the selection process for any Placement Agency, the student can withdraw his/her candidature immediately after the Pre-Placement Talk (PPT) in consultation through FPC.

k) Once the student appears for any selection process after the Pre-Placement Talk (PPT), he/she cannot withdraw her candidature on any grounds whatsoever it may be.

l) Students must be dressed appropriately in Formals/ College Uniform and keep their Identity Card and other documents as indicated in the Notification of Campus Interview by the CGP department with them at the time of PPT/Test/Group Discussion/ Interviews, and produce the same when demanded by the visiting team or CGP staff or their representatives.

- m) The Career Guidance and Placement Office will provide opportunities to all its registered students to secure one job at the first instance, and follows a policy of **one student- one job** depending upon the discipline of the students in a particular branch/discipline are placed.
- n) Depending upon the discipline of the students in a particular branch/discipline are placed, the students already having a job will be eligible to apply for another job. A student who has obtained a second job in this fashion will not be allowed to appear for any more drives.
- o) In exceptional cases when a very reputed Placement Agency approaches the Colleges and / or some lucrative offers comes: the CGP Department may relax the norms related to restriction of one job one student and may allow even the already selected students to appear in the specific interview.
- p) Acceptance of the offer letter in the prescribed format along with necessary documents (if any) must be submitted to Head within the prescribed time limit. If a student is not in a position to accept the offer, he/she must submit a **Regret Letter** clearly indicating the reason for declining the job offer. In such cases the student is not permitted to appear for any other placement activity.
- q) After accepting a job offer, if any student decides to withdraw his/her acceptance any time during the year, he/she must inform the Placement Agency concerned through the Career Guidance and Placement immediately. In such cases the student is not permitted to appear for any other placement activity.
- r) If an Offer is accepted, the student will be out of the College placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
- s) The students selected through campus interview will complete all the necessary formalities (e.g. medical test) asked by the employer and will join the organization within stipulated time frame. He/ she will

keep the CGP Dept. update regarding his/ her progress in the Placement Agency. CGP, in turn, will obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students will work at least for the duration of one year in that organization.

t) Terms and conditions of the Placement Agency like providing surety bond or surety amount etc., after placement shall be in between the students & Placement Agency. CGP Department shall not be the party.

u) Student must keep the FPC well informed if he/she is taking up job in any other Placement Agency on their own.

v) In case a student who is placed through the institute placement process takes up private placement as well in another Placement Agency, the Principal and Career Guidance and Placement Dept., in consultation with the Placement Agency concerned, shall nullify both the offers.

w) The appointment letter(s) will be in the custody of the Dept FPC/ CGP and will be handed over to the student only after completing the course and clearing all the dues towards the College. In case the student does not pass the course, the appointment letter shall be withheld. However, the Placement Agency is free to recruit the student.

x) All correspondence to and from the Placement Agency will be routed through the Career Guidance and Placement (CGP) only.

y) Students will be considered ineligible for placement activities if any of the below mentioned is true:

- I. Students have not cleared the tuition fee dues.
- II. Students who have less than 85% attendance in any of the academic subject.
- III. Students who fail to achieve 85% attendance for all the modules of placement related training program.

- IV. Student has provided any ambiguous/wrong/fraudulent/misleading information in his/her resume.
- V. Students who do not fulfil the eligibility criteria as indicated in the Campus Interview Notification for the particular Placement Agency.
- VI. Student registers for a particular Placement Agency placement activity and fails to attend the Pre Placement Talk.
- VII. Student attends the Pre Placement Talk & fails to take part in further selection process without submitting Application Withdrawal Slip.
- VIII. If there is a Unprofessional conduct/misbehavior/indiscipline on the part of the student during the interview process.
- IX. Ineligible student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria's as approved by the recruitment committee.
 - aa) Students are advised not to display/post/discuss any placement related matters on social networking websites.
 - bb) In the event of **failing to meet the prescribed attendance during the training sessions** offered by the placement agency/vendors/resource persons etc irrespective of their decision to opt for placement, a penalty **of a specified amount would be charged per student** and should be remitted in the fee section.
 - cc) In the event of **student getting an offer letter through the opportunity provided by the college/ placement agency/ pool drive etc., a sum of Rs.5000/- should be remitted** in the fee section failing which issue of NOC would be withheld.

3.13 Sports Regulations

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

- a) Not turning up for the selection to a particular sport/game and latter 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.
- 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 Physical Principal 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.

3.14 Hostel Rules and Regulations

- Statutorily, hostel accommodation is available to Students, only during a working semester. No student will have a right to occupation of a room during vacation. But he/she may be permitted to stay on request, if he/she is doing any course work / project work / Institute work / Hostel work.
- At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of

address / telephone number of the parent / local guardian, at any point of time, has to be intimated immediately to the hostel office in writing.

- The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.
- Rooms once allotted to the students for an academic year will not be changed except on special situations.
- Smoking, Alcohol & Narcotic consumption is strictly prohibited in and around the Hostel premises. Strict action will be taken against offenders.
- Strict adherence to the prescribed dress code is required. Decency in dressing & demeanor is a must.
- Loitering in the Hostel campus during the class hours will not be appreciated.
- The Management & Staff will not be responsible for personal belongings.
- Late comers to the hostel after allotted free time will be penalized.
- Students must keep the hostel premises & Rooms clean. Defacing walls, equipment, furniture etc., is strictly prohibited.
- Birthday/Other Celebrations are strictly prohibited in Hostel.
- Students must turn off all the electrical equipment's & lights before leaving their rooms.
- Students are not allowed to use electric stoves, heaters etc., in rooms except in designated places.
- Students are not allowed to organize any group activities in their room in the hostel
- Food will be served only in the designated Dining Hall(s) and only during the specified timings. Wasting food & water will not be encouraged.
- All lights must be switched off before 11 pm in the rooms. Only study lamps are permitted.

- Students are not allowed to use Mobile phones after 10 pm. Cell phones of those at fault will be confiscated.
- Tipping of Wardens, Security Guards, cleaning staff etc., is not permitted.
- Visitors are not allowed beyond the visiting area.
- No outside Guest\Students will be allowed inside the hostel.
- Any complaints regarding electric equipment, plumbing etc., is required to be entered in the 'Complaints Book'.
- Students should not enter rooms of other students without permission.
- Silence: Strict silence shall be observed in hostel from 11.00 pm to 5.30 am. Care should be taken at all times to ensure that music\loud talking is NOT audible outside the room.
- Any manner of festivities and noise making\celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises.
- Students during their stay in the hostel will be governed by the management rules.
- Before vacating the rooms, the students should complete the formalities set by the management.
- Student have to clear all the dues that may be there and clear all the breakage fees at the time of vacating the hostel.
- Non-compliance with the hostel rules will be dealt strictly.

3.15 Fee Regulations

- i. The fee shall be paid for the full year during the admission process.
- ii. Mode of fee payment for students is through online transfer or NEFT. Existing students must pay their fee through their student account AIMS.
- iii. Absence with or without leave from the college shall not be an excuse for non-payment of fees on the prescribed date.

- iv. 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

3.16 Student Counseling

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 counselor,

- a. Homesickness, Loneliness, Anxiety, Depression.
- b. Problems with studying, making preparations and doing exams.
- c. Problems in relationships.
- d. Family problems.
- e. Eating disorders, Drug or alcohol abuse.

3.17 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 except in the case of mutual transfer.
- c. 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.

- 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.

PART IV

4 OFFICERS AUTHORIZED TO TAKEN 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. Principal

2. Deans –

Dean Academics,

Dean Student affairs,

Dean Research.

3. Head of the Departments

4. Administrative Officer

5. Librarian

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

PART-V

5 NATURE OF PENALTIES

5.1 Disciplinary Actions

1. Anybody violating the undertaking given at the time of admission will be expelled from the college.
2. 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. The 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 willfully mischievous, or obscene in words or act
 - who is guilty of fraud or malpractices at 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 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 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 misbehavior, 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 letter to parents.
 - c. Imposition of a fine including collective fines.
 - d. Recovery of pecuniary loss caused to College Property.
 - e. Expulsion from the Department / Hostel / Mess/ Library for a specified period or for the whole Term/Year.
 - 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
 - j. Suspension of any other Facilities provided.
 - k. Debarring from an examination.
 - l. Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other bodies.

- m. Detention
 - n. Expulsion from College for a specified period.
 - o. Disqualifying from further studies, or prohibition of further admission or re-admission
 - p. 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 Principals 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.

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 necessary action against me, if I am found violating these rules.

Student ID: _____

Branch: _____

Signature of the Parent
student

Date:

Signature of the

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 necessary action against me, if I am found violating these rules.

Student ID: _____

Branch: _____

Signature of the Parent
student

Date:

Signature of the

Date:



A T M E

College of Engineering

"The man who does not read books has no advantage over the one who cannot read them."

– Mark Twain

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