

SRINIVAS INSTITUTE OF TECHNOLOGY

Valachil, Mangaluru - 574143

GENERAL RULES AND REGULATIONS OF THE COLLEGE TO BE FOLLOWED BY THE STUDENTS

- Students should always wear the ID card.
- Students should maintain a minimum of 85% of attendance in each subject.
- Students should be on time for the classes and attend the classes regularly.
- Students should participate in the activities and functions conducted by Associations/Clubs of the College.
- Students should appear for the tests and examinations without fail.
- Students should be obedient and polite while dealing with the members of the staff.
- Students should not violate the dress code of the college.
- Using Cell phones, cameras, audio & visual devices, etc within the college campus is strictly prohibited.
- Chewing-gum/Tobacco products/alcoholic drinks/drugs are strictly prohibited within the campus.
- Smoking is prohibited in and around the campus.
- Students should not indulge in ragging/harassment/hazing/assault.
- Students should not involve in any activities that show the College in poor light.
- Students should not wilfully damage the college property.
- Students should not raise funds, organize functions, convene meetings and celebrate religious festivals on the campus without permission from the principal.
- Students should not unnecessarily move in the corridors and obstruct the smooth functioning.
- Blocking the passages and corridors are to be avoided.
- Discipline should be maintained within the campus.
- Producing animal sounds/whistle in the lecture halls, auditorium, conference rooms or within the campus is strictly prohibited.
- Students should not stay back unless there is a program or sports/games practice after the class hours.
- Students should not crowd around the staircase and sit on the parapet.
- Involving in any sort of strike, agitation etc., spreading false/derogatory messages about the college through social networking(Facebook, Whatsapp etc.), irregularity in attendance, insubordination, discourtesy to staff members, habitual inattention and late coming, neglect of work, obscenity in word or act will attract disciplinary actions such as fine, suspension and dismissal.

DRESS CODE WHICH HAS TO BE STRICTLY FOLLOWED BY
THE STUDENTS

- 1st and 2nd year B.E. students should wear Uniform compulsorily and altering of uniform is not allowed.
- Jeans Pants & T-Shirts are not allowed.
- Low Waist Pants are not allowed for Boys.
- Boys should comb their hair & neatly shaved.
- Sleeveless, Cap-Sleeves, Tight Tops, Deep-Slits in the Salwars are not allowed and Salwars should be worn with stole for girls.
- Top should be of minimum knee length and leggings are not allowed for girls.
- Violation of the above rules will be punished according to the circumstances and considered very seriously.

LIBRARY RULES & SERVICES

Library will be kept open from

- 8.00 am - 8.00 pm (Monday-Friday)
- 8.00 am - 5.00 pm (Saturday)

Membership & Circulation

- The Library is primarily intended for the use of students and staff of this College.
- Issuing and returning/renewal of books will be from 8.45am-4.45pm.
- Students should enter their names in the Gate Register.
- The books will be issued for maximum of 15 days; else Rs.2/- will be charged per day as a fine.
- Text books can also be issued for overnight loan after reference hours against library card which should be returned the next day within 3 hour of opening of the reference section of the library, failing which an overdue charge of Rs.5/- per day will be charged.
- Issued books can be called back by the Librarian at any time, considering the requirements of books to others.
- If a student loses library cards, Rs 50/- will be charged for issue duplicate card.
- Absence to the College will not be an excuse for the delay in the return of the books.
- Back dated periodicals will be issued for a period of 2 days only.
- All the students should return the Card at the end of the final year and obtain “**No Due Certificate**” from the library. Similarly the staff members who intend to leave the College should settle all the dues including the Cards and obtain “**No Due Certificate**” from the library.

Reservation of books

- Members can reserve the books which are already issued. The reserved books, after their return, will be kept at the counter for two days for issue to those have reserved. If they fail to collect the books within two days, the books will be given to the members in the waiting list.
- Books issued can be renewed only once. However, if there is no other demand, a book may be reissued after it is returned.

Book Bank Scheme

- The facility of ‘Book Bank’ in the library was initiated from Sept 2006 as to help the students during the examination time, with the following terms and conditions.
- Students can submit their application at the beginning of the semester only; it is not acceptable in the middle of the semesters.
- Membership fees for 4 books is Rs.1000/- and Registration/Renewal fees is Rs.150/- OR Membership fees for 2 books is Rs.500/- and Registration/Renewal fees is Rs 75/- .Registration /Renewal fees should be paid for each semester.
- Membership fees and Registration/Renewal fees is non refundable.

- Only prescribed textbooks, which are mentioned in the VTU syllabus, will be given preference.
- The students have to return the books at the end of the semester; otherwise, the books will not be issued in the next semester.
- If issued books are lost, the students have to replace the books or double cost of the books.

General Instructions

- All personnel belonging such as bags, files, etc., should be kept in the property counter and library will not take any responsibility in case of misplace or missing.
- Discipline and silence should be maintained inside the library.
- Sleeping and gossiping inside the library is prohibited.
- Discussion and dislocation of chairs, tables are not allowed.
- Chewing and smoking inside the library is prohibited.
- Mobile phones are strictly prohibited in the library.
- No person shall write, damage, make marks upon any books, journals, newspapers, and furniture belonging to the library.

Online Access Service

- The library has online access of the E-journals through VTU Consortium. It is IP based intranet access for online journals are provided within the campus.

E-Question Paper Service

- All the previous question papers of university exams are scanned and uploaded in the PCs.

E-Books Service

- Scanned text books softcopies are available in the PCs.

OPAC

- The entire Library collection can be searched through the OPAC.
- Search for catalogue of books by Author, Title, Subject, Keyword and Publisher.
- Provides information on items borrowed/reserved by the members

Photocopy Service

- Library members can avail photocopy facility within the library.

GIRLS HOSTEL - RULES & REGULATIONS

1. Students are not allowed to take their parents to their room.
2. During study time ie 9:00PM to 11:00PM students should not lock the door from inside and also they are not allowed to use mobile phones.
3. Laptops should be used only for study purpose.
4. Students are not allowed to take food to their rooms.
5. Switches of Heater/ Washing Machine / Lights and Fans should be switched off when not in use.
6. Students should keep their dustbins inside the room during night.
7. Keep the corridor, room and commodes clean.
8. Students should not waste the food.
9. Students are not supposed to throw any waste materials like plastic, papers, bottles etc. through windows.
10. Discipline should be maintained within the Hostel.
11. Daily students should sign and mention the check in and checkout timings in the Hostel Register.
12. If any student is taking leave, then leave record should be submitted to hostel warden before leaving the hostel.
13. No student is entertained to enter the hostel premises after 6:00 PM.
14. Parents are not allowed to stay in the hostel.
15. Tobacco and alcoholic beverages are not allowed in and around the hostel.
16. Students can watch TV from evening 5:30PM to 9:00PM on week days and on weekends according to the discretion of the warden.
17. Watching TV is strictly prohibited during the examination time.
18. Sunday the hostel gate closes at 5:30 PM.
19. On Sundays students are allowed to go for shopping/Canteen till 6:00PM.

1. Attendance, Hostel Timings, Leave and Visitors

1.1 Attendance Register

Attendance is taken by the warden between 7pm and 9pm every night (in dining hall). Each boarder has to personally sign the attendance register.

1.2 Returning to Hostel

The student shall return to the hostel before 6.00pm (5.30pm on Sunday / Holidays) after which gates will be closed. The gates will reopen at 6:00AM the next day. Late comers will have to make an entry in the register kept at the gate which will be informed to the institute, parents and local guardians.

1.3 Leave

Whenever students go on leave / Weekends / Holidays they have to submit leave form (GATE PASS) which is to be signed by H.O.D / Principal. Otherwise it will be treated as

they are present in the hostel. If it is found that the students are gone on leave without leave form, disciplinary action will be taken.

1.4 Celebration of Festivals and Birthdays

The student shall take prior permission of the warden / principal for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one to two hours preferably between 7.00 pm to 9.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

2. Mess and dining facility

2.1 Mess Committee

A mess committee comprising of HOD's, Warden, Faculty Co-ordinators and students is constituted. The mess committee will decide the menu, check the food quality from time to time, maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

2.2 Wastage of Food

Only members of the mess are permitted to dine in the mess. Outside food / dabbas are strictly prohibited in the mess. Students are instructed to complete food in dining hall only. (Taking food to the rooms are prohibited).

3. Safety & Personal Belongings

The student is personally responsible for safety of their all valuables and things should be kept in the cupboard under lock and key. The student should not leave mobile, ornaments and other valuables unguarded.

4. Furniture & Fixture

All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to pay double the original cost if any item is found damaged or careless / negligent handling.

5. Electricity Restrictions

Electric appliances shall not be permitted in the room, defiance of which shall enable the Warden or Faculty to confiscate the gadget forthwith. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a fine will be imposed on the inmates.

6. Water Timings

Water tank cleaning timings will be laid down and the same are always displayed on the hostel notice board. The student should not leave taps open when the taps are dry as it will result in subsequent loss of water and further aggravate the water problem.

7. Room Checking

The Faculty Co-ordinators / Hostel Wardens / or any other Officials of the college along with security guards may at their discretion inspect / check any room or student's belongings in the presence of the students living there in any time of the day or night.

8. Expulsion from Hostel

The Principal reserves the right to terminate the temporary occupancy of the student for any wilful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion from the respective institutes will also be expelled from the hostel and hostel fee will not be refunded.

TRANSPORT RULES

- The students who are using college transport facility are informed to collect the bus pass. All the Students should possess bus pass compulsorily and Students have to produce bus pass whenever the college authority ask for verification.
- They should wear their Identity card compulsorily.
- Students should not damage the bus. If anybody is found in indulging any sort of misconduct on damaging bus they will be heavily punished.
- Reservation of the seats in college Bus is strictly prohibited.
- Students are hereby informed that they have to be on time at their respective bus stops. College Buses will not waiting for those who are late.
- While travelling in College Bus playing song in mobile phones or in any other accessories are strictly banned.

GUIDELINES TO STUDENTS DURING INTERNAL TEST

- ✓ Only eligible students shall be permitted to take internal tests. The decision of the Principal is final in deciding the eligibility of the candidates taking the internal test.
- ✓ Students shall mandatorily take all the three internal tests on stipulated dates only. As per VTU regulations, for CBCS students admitted in 2017-18 onwards, the tests will be conducted for a maximum of 25 marks and the final test marks will be the **average of three tests**, proportionately reduced to a maximum of 15 marks. The remaining 05 marks will be awarded based on the evaluation of Assignments/Unit tests/written Quizzes, submitted in a separate book maintained for that purpose. However, for CBCS students of 2015 scheme, tests will be conducted for 30 marks and proportionately reduced to a maximum of 15 marks.
- ✓ The students absent for any internal test may be allowed for the subsequent internal tests provided they get the prior permission letter of the concerned subject teacher and the HOD and then the Principal corroborating the valid reason for their absence. The same shall be submitted to the Department Test Coordinators within a week after their absence.
- ✓ It is compulsory to make all the relevant entries on the facing sheet of the blue book. Students shall clarify difficulties, if any, in this regard, with the room invigilators.
- ✓ Students with identity cards shall be present in their allotted seats **10 minutes prior to the commencement** of the internal test and shall take up the test for the complete duration [i.e. 1 Hour] of the test. However for the tests containing only objective type questions the aforesaid duration shall be considered 30 minutes. Furthermore any deliberate/malicious delay by the students entering the test hall shall be stringently dealt with.
- ✓ Apt instructions of the room invigilators shall be followed.
- ✓ Prohibitions of malpractices: No examinee shall commit any malpractices.
- ✓ Prohibitions of Impersonation: No examinee shall appear or write at any test for or on behalf of any other candidate.
- ✓ Prohibitions of Loitering near the Test Hall: No examinee shall during the hours when a test is conducted loiter within the premises wherein the test is held.

LABORATORY DISCIPLINE

Department of Chemistry/Physics:

Laboratory work requires great care, keen observation, intelligence and systematic working. Moreover, as students may have to work in groups, a code of conduct is also very essential for safe working in the laboratory. While working in a chemical laboratory, the students must follow all the rules laid down by the teacher along with the followings:

- While coming to the laboratory for practical, students must have a practical record book, observation notebook, a handkerchief, apron (laboratory coat) and other equipments as directed by the teacher.
- Always come prepared for the experiment.
- Listen to the teacher's instructions carefully and take notes on the important points.
- Plan the experiment work so that it should finish within stipulated time.
- Keep your working table clean and tidy.
- Set the apparatus systematically.
- Be economical in the use of chemicals, gas and water. Use little a reagent as it is convenient to perform the experiment. Turn off the water tap and gas tap immediately after use.
- Handle the glass apparatus very carefully. In case of breakage, report it to the teacher.
- Disassemble the experiment set up carefully, clean the apparatus and keep neatly.
- Dispose of all the waste materials in their proper place.
- Do your experiment honestly to obtain the final result. Record the observations in an observation note book instead of writing on a piece of paper.
- Never lose patience. If the experiment is not successful, try to find out the cause of failure and repeat it again to get the proper result.

Safety Precautions to Be Taken in Chemistry/Physics Lab:

- Do not walk in bare foot in the laboratory.
- Do only the experiment assigned; unallotted experiment should not be done.
- Wear apron while working in the laboratory. This will not only protect your clothes from corrosive chemicals but also cause less damage to the skin in case of accidents.
- Never taste a chemical unless directed to do so.
- When you are instructed to smell a chemical, do so by gently fanning the vapours towards your face. Do not deep breathing.
- When harmful gases are evolved in the experiment, perform the experiment in a fume-closet.
- When heating or carrying out a reaction in a test tube, never point the test tube at your neighbour or yourself. Use test tube holder for heating test tubes.
- Never mix water into concentrated acids. Always mix acid in water.
- Read the label of the bottle carefully before using the chemicals from it, otherwise serious accidents may occur in a few instances.
- Do not carry the reagent bottle to your seat. Never return any unused material to the reagent bottle. Replace the bottle at its proper place.

- When pouring liquids from bottles, hold the bottles with the label against the palm of the hand so that the liquid is poured from that side of the bottle opposite of the label. Hold glass stoppers in the hand so that they do not become contaminated when placed on the bench tops.
- While opening an ammonia bottle, keep your face away from bottle mouth.
- Check that there is no flame around while using inflammable liquids like alcohol, ether etc.
- Before leaving the laboratory, wash your hands well with soap.
- Report any accident to your teacher immediately. Do not lose presence of mind.

Computer Science/Information Science/ Mechanical Engineering/Marine Engineering:

DON'TS:-

- No obscene, offensive or illegal material.
- No installing software without permission.
- No personal media without permission
- Do not play games.
- Do not use cell phones.
- Do not consume food, chocolate, chewing gum and tobacco.
- Do not alter the settings in any way.
- Don't allow anyone else to use your password.
- Do not write or scribble on any table or computer or vandalize the computer equipment in any way.
- Do not use inappropriate language or graphics on your computer.
- Do not engage in unnecessary conversation, shouting or other disruptive behaviour.

DO'S:-

- Keep footwear outside.
- Make proper entries in the login register.
- Ask for help if you need it.
- Keep lab clean and neat.
- Handle computers with care.
- Make sure you listen to directions.
- Push your chair in and clean up when you are done.
- Touch the keyboard and mouse lightly.
- Ask before you print. Remember to take your printouts with you.
- Log-off and leave the station ready for the next person to use.
- Be ready to learn something new when you come to the lab.
- Always sit at your assigned seat. Work quietly.
- Inform the teacher immediately at the beginning of the period if you find missing or damaged equipment.
- Speak appropriately. Disrespectful and/or offensive language will not be tolerated in the lab.

Department of Nano Technology - General Rules for Lab Safety:

- SAFETY FIRST - USE COMMON SENSE to avoid accidents.
- No student is allowed to work in a laboratory unless Lab Supervisory Personnel are present. DO NOT ENTER LABORATORY unless your assistant is present in the lab.
- No student is permitted to carry their bag or mobile phone inside the lab without the prior permission of the lab supervisor/staff.
- No eating or drinking is permitted in the laboratory.
- Only authorized experiments may be performed. Equipment should be performed only for its intended purpose.
- No chemicals or equipment may be removed from the laboratory.
- Do not invite anyone into the lab.
- Keep your work space clean and tidy. The working space, desk drawers, cabinets, instruments must be kept neat and clean at all times.
- When lab work is completed, all materials must be returned to their proper places and used benches, instruments and glassware must be cleaned up.

Department of Aeronautical Engineering:

DO'S :-

- Proper dress has to be maintained while entering the Lab.
- All students should come to the Lab with necessary tools.
- Students should carry Laboratory manual and record completed in all aspects.
- Students should be aware of operating equipment.
- Before starting the tunnel check whether any loose parts are in the test section and remove them before start.
- Secure rigidly the models, measuring probes, instrument etc.
- Students should assemble at their concerned experimental instrument rig, unnecessary movement is restricted.
- The reading must be shown to the Faculty -In-Charge for verification.
- Students must ensure that all switches are in the OFF position, all the connections are removed.
- Switch ON or OFF the load gradually and not suddenly.

DON'TS:-

- Don't come late to the Lab
- Don't make or remove the load or model when power ON.
- Don't stand behind the motor while the tunnel is being run.
- As far as possible do not run the tunnel for long time at higher speeds.
- Don't switch ON the supply without consulting the instructor.
- Don't leave the lab without the permission of the Faculty - In-Charge.
- Never exceed the permissible values of load, current, voltage, and / or speed of any machine etc.

Department of Automobile Engineering:

DO'S:-

- Wear apron and leather shoes.
- Wear the safety glasses while working.
- Keep your tools and hands free of grease and oil, wear mechanic gloves while working.
- Keep floor free from oil, grease, water, etc.,
- Always maintain the good housekeeping.
- Use proper tools for the work.
- Put oily rags in an approved can for combustible materials.
- Switch of the battery terminals while overhauling the parts.
- Use recommended lubricants for the parts.

DONT'S:-

- Don't wear loose clothes, chains, bracelets etc.,
- Don't carry the sharp tools in the pockets.
- Do not put tools on top of battery; accidentally touching both terminals could cause a spark, which could lead to an explosion.
- Don't take the rust remover nearer to the eyes.
- Do not wander around the room or interfere with the laboratory experiments of others.
- Do not eat food, drink beverages or chew gum in the laboratory.

Department of Electronic Communication & Engineering:

- Keep foot wears outside in the rack provided.
- Keep the lab neat and clean.
- Maintain silence.
- Handle devices with care.
- Before entering the lab students should wear the ID card.
- Students should enter the details in the login book.
- Components should not taken out from the lab without permission.
- No installation of software's without prior permission.
- Observation and record books are must.
- Use of cell phone prohibited.
- If the devices are damaged, the corresponding batch will be held responsible.
- Use of pen drive prohibited without prior permission.
- Student should come prepared to the lab before executing/ conducting the experiment.
- Opening the accessories/scratching the table/changing the settings of equipments is strictly prohibited.
- Students should switch off the services/appliances in the proper manner after completion of the lab.

Safety Precautions in Electrical Laboratory

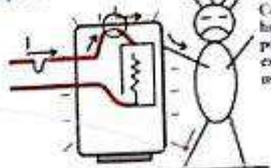
Lab Safety 

Dbios
CH 2200

1. Do not work alone while working with high voltage or on energized electrical equipment or electrically operated machinery like a drill.
2. Power must be switched off whenever an experiment or project is being assembled, disassembled, or modified.
3. After switching power off, discharge any capacitors that were in the circuit. Remember that capacitors can store dangerous quantities of energy.
4. Make measurements on live circuits or discharge capacitors with well insulated probes keeping one hand behind your back or in your pocket.
5. Do not allow any part of your body to contact any part of the circuit or equipment connected to the circuit.
6. Only tools with insulated handles should be used.
7. Make sure that the lab instruments are at ground potential by using the ground terminal supplied on the instrument. Never handle wet, damp, or ungrounded electrical equipment.
8. Never touch electrical equipment while standing on a damp or metal floor.
9. Never touch even one wire of a circuit; it may be hot.
10. Avoid heat dissipating surfaces of high wattage resistors and loads because they can cause severe burns.
11. Never open field circuits of D-C motors because the resulting dangerously high speeds may cause a "mechanical explosion".
12. Keep your eyes away from arcing points. High intensity arcs may seriously impair your vision or a shower of molten copper may cause permanent eye injury.
13. If a person comes in contact with a high voltage, immediately shut off power. Do not attempt to remove a person in contact with a high voltage unless you are insulated from them. If the victim is not breathing, apply CPR immediately continuing until he/she is revived, and have someone dial emergency numbers for assistance.
14. In an emergency all power in the laboratory can be switched off by depressing the large red button on the main breaker panel. Locate it. It is to be used for emergencies only.
15. Never use water on an electrical fire. If possible switch power off, then use CO₂ or a dry type fire extinguisher. Locate extinguishers and read operating instructions before an emergency occurs.
16. Wearing a ring or watch can be hazardous in an electrical lab since such items make good electrodes for the human body.
17. When using rotating machinery, place neckties or necklaces inside your shirt or, better yet, remove them.
18. Chairs and stools should be kept under benches when not in use sit upright on chairs or stools keeping the feet on the floor. Be alert for wet floors near the stools.
19. Horseplay, running, or practical jokes must not occur in the laboratory.
20. Make sure that apparatus to be used are in good conditions. Seek help from technicians or the lab demonstrator in charge should any problem arises.
21. Equipment should not be removed, transferred to any location without permission from the laboratory staff.
22. Make sure that the last connection to be made in your circuit is the power supply and first thing to be disconnected is also the power supply.
23. Power supply terminals connected to any circuit are only energized with the presence of the Instructor or Lab Staff.

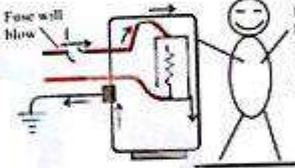


Exposed wire touching case



Case at high potential exposes user

Fuse will blow

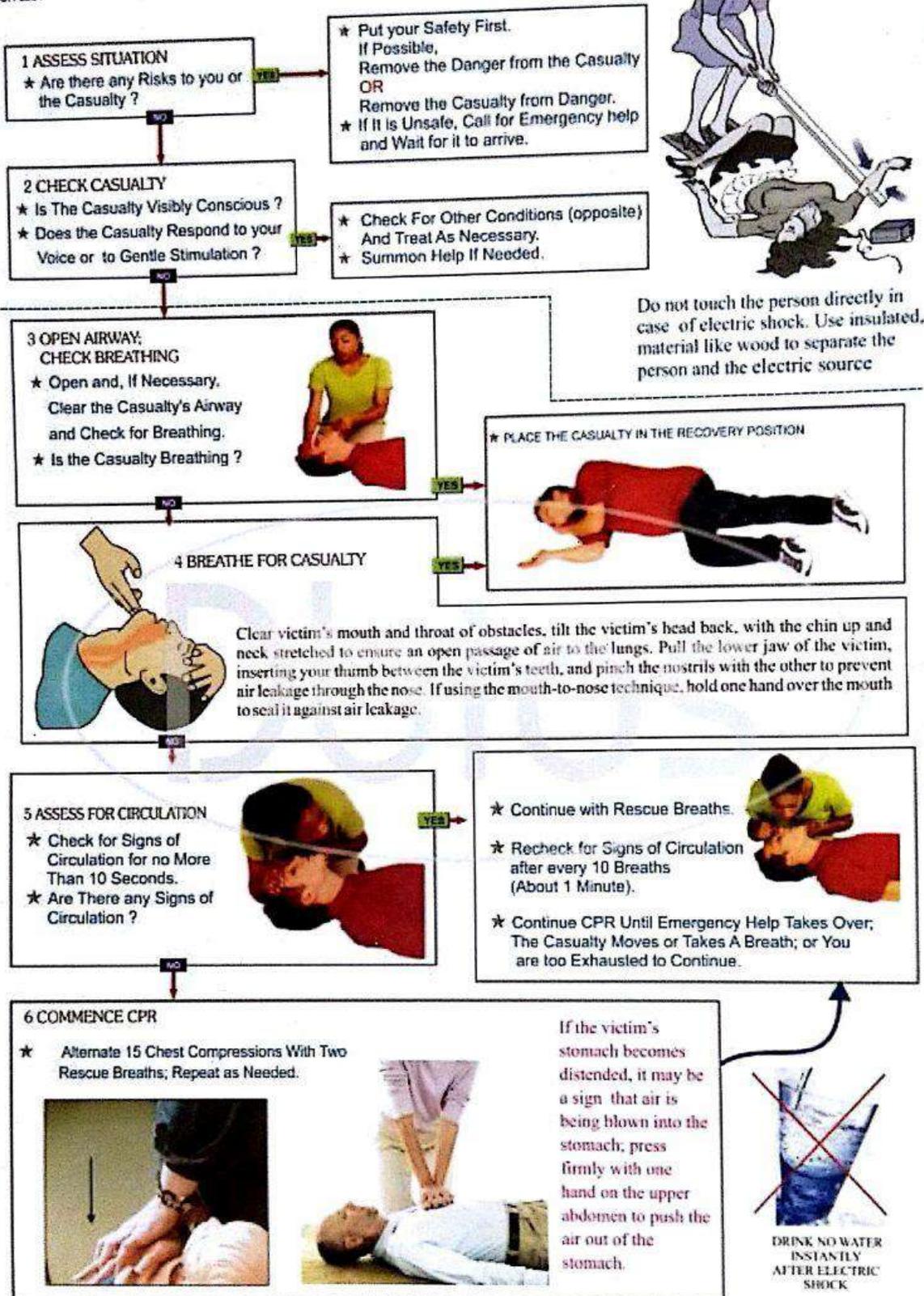


Case is at ground potential user is protected from high voltage

ELECTRICITY



Treatment against Electric Shock



If you are hesitant about direct physical contact of the lips, make a ring with the index finger and thumb of the hand being used to hold the victim's chin in position. Place the ring of fingers firmly about the victim's mouth; the outside of the thumb may at the same time be positioned to seal the nose against air leakage. Then blow the air into the victim's mouth through the finger-thumb ring. Direct lip-to-lip contact can also be avoided by placing a piece of gauze or other clean porous cloth in the victim's mouth.



SRINIVAS INSTITUTE OF TECHNOLOGY, VALACHIL, MANGALURU

FRESHERS' DAY

Role Of Parents In The Academic Improvement Of Their Wards In The Technical Education

Since the technical education has become very competitive and also the syllabi has been standardized to meet the present industry requirement, it has become mandatory for the students to set themselves in the groove of hard work at the earliest, if they want to become successful professionals.

So, proper guidance to the students, to achieve the success in their respective engineering discipline is very essential. Academic performance plays a major role at the entry level as well as at the later professional stage.

It has been a wrong thinking on the part of parents that once their wards are given the admission in a reputed college, their duty is over. It will be helpful if the parents have a bird's eye view of the particular course in which their wards are admitted. Performance of the student definitely depends upon the help given by the institution in the form of infrastructural facility and teaching but it also depends upon how the student uses the available resources in the best possible manner.

Since the students spend equal time in the campus and outside the campus, it is obvious that the institution cannot have control over the activities of the students outside the campus. Hence, for the betterment of the student community, controlling the activity of the students outside the campus mainly depends upon the frequency of the parental interaction and guidance in their day to day activities.

Guidance to the parents

1. First and the foremost, the parents should understand the requirements of the semester scheme examination of VTU.
2. Personal contact of the parents with Principal and Faculty after the first internal test and before the third internal assessment test will help parents to get the feed back and to understand the capability of their wards and guide them properly regarding the academic improvement in the tests as well as regarding the preparation for the semester examination.
3. It will be helpful if the parents have a bird's eye view of the particular course in which their wards are admitted.
4. It is very important to respond to the letters sent by the Head of the institution regarding the student performance/ attendance.
5. Maintaining minimum first class result in all the semesters will help the students to come out with flying colors in the campus interviews.
6. Students are expected to plan well the academic preparations from day one in the semester scheme.
7. Students are expected to utilize their free time properly in the college by utilizing the resources like library/lab and other facilities.
8. Students should be motivated to avail the help of the staff at the right time regarding the academics.
9. Academic and personality development of students in a technical institution mainly depends upon how the student utilizes the available resources properly.
10. Students' feedback some times will be out of ignorance or could be cooked up for their immediate benefit. If parents have any grievances, they are most welcome for the clarification.

11. Understanding of theoretical and practical engineering concepts needs utmost regularity and concentration in the class. Parents are requested to discourage their wards from absenting to the classes except in the case of acute emergency and for serious medical reasons.
12. Since the classes are conducted up to the last working day, tendency of students missing the class at the fag end of the semester should be discouraged.
13. There is no concept of study holiday in the engineering semester scheme. Students are expected to be regular in studies throughout the semester starting from the beginning.

Guidance to the students

- Selection and getting admitted to the suitable course does not mean that one becomes an engineer. Hard and continuous study is very essential to complete the course successfully.
- Begin your studies from day 1 of the academic calendar. First step- perfect yourself on the basics of Mathematics, Physics and Chemistry (PU level), and to adjust to the semester culture and study accordingly.
- Your study should be based on referring books rather than notes. Develop your own study material by referring reputed books. Clear your doubts by consulting with the faculty members. Otherwise it will affect the study.
- Give more concentration to studies, attend the classes regularly. Give importance to class tests. It will definitely bring results to you in the University Exams.
- Have good relationship with the faculty. Self evaluation and decision is always better.
- Along with regular academic work, try to get more information related to your branch by referring journals, magazines, by attending workshops, special lectures etc. Try to get value additional courses to increase your professional value. Only technical skill or knowledge will not help unless you develop good skills of application. Developing soft skills like good command over English, good presentation skill will be an added qualification.
- Once you join any professional course, your approach, attitude, thinking and aptitude should be in the professional line

How To Become Successful Engineers

The industries are looking for young and dynamic engineering professionals with good technical and presentation skills. They give more importance to discipline and result oriented work. In the present scenario of global world, the candidate with good approach, technical knowledge, and good academic record will have more opportunities and scope to become a successful engineer. To reach this level student should not ignore academic programme which they have chosen. They have to practice getting the work done utilizing maximum available resources instead of postponing or blaming others. Develop a positive attitude, aim high and reach for the stars.

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FACULTY AND ACADEMIC ADVISORS RESPONSIBILITIES

- ❖ Faculty should take classes as per the time table, if they sign for the alternative class they have to engage the class. Also they have to follow the time schedule.
- ❖ Make sure that syllabus is completed before the end of each semester.
- ❖ Maintain the Teacher's Diary.
- ❖ Follow the college dress codes properly.
- ❖ Proper evaluation should be done. Blue books should be evaluated as per the **scheme**.
- ❖ Motivate the students.
- ❖ Interact with the students.
- ❖ Coordination in working with others in the department.
- ❖ Keeping up to date with changes and developments in the syllabus and VTU rules.
- ❖ Work cooperatively with administrators, support staff, colleagues and parents.
- ❖ Don't give impossible tasks/assignments to students.
- ❖ Encourage them to participate in all personality development activities.
- ❖ Help them to get selected through campus placements.
- ❖ Make proper announcements whenever you are told to do so.
- ❖ Involve in teaching and continuous learning process.
- ❖ Don't unnecessarily punish students. Only when they repeatedly do mistakes advise them properly. If repeated bring it to the notice of higher authorities.
- ❖ Be available to students and parents in your cabin/staff room. Don't avoid meeting students. Don't spend too much time in others cabins.
- ❖ Follow the instructions given by HOD/Principal.
- ❖ Don't be partial to students.
- ❖ Do self evaluation and try to improve.
- ❖ Pass proper information to students well in advance.
- ❖ Give importance to teaching and learning process.
- ❖ Supervision duty in exam/test, should be conducted properly. Should not allow malpractice. Shall be moving in the classroom and be vigilant.
- ❖ Making proper entry to the VTU exam portal and Our formats/server.(IA marks/ Exam form details etc)

- ❖ Faculty can take leaves as per the service rules.
- ❖ Faculty should sign the attendance register & put the thumb impression every day morning and evening.
- ❖ Faculty should meet their respective HODs at least once in a day.
- ❖ Student attendance register must be updated as per the list sent by office and attendance must be marked regularly.
- ❖ All allotted faculty should be present in the lab during lab class and all are equally responsible for the smooth conduct of practical's.
- ❖ Monitor the student attendance as per VTU requirement. i.e. 85% attendance.
- ❖ If the student is absent for more than 3 days at a stretch action to be initiated and the same to be informed to HOD.
- ❖ In case of indiscipline / irregularities / Poor performance/ dress code violations to be informed to HOD and communicate the same to the parent through phone / letter/email and maintain the record of the same.
- ❖ Maintain the list of students who take part in extracurricular activities.
- ❖ Help to maintain the infrastructure and cleanliness of the class room and any other matter related to the smooth and effective functioning of the class.
- ❖ Monitoring of the class notice boards.
- ❖ Faculty should announce the shortage of attendance list in their respective subject immediately after the internal test.
- ❖ All type of medical leaves may be considered only at end of each semester, if he / she submit the doctor's certificate immediately after the leave to Head of the department/class coordinator. Only HOD is authorized to consider the absence (Only 10% may be considered).

**DRESS CODE / DISCIPLINE WHICH HAS TO BE STRICTLY
FOLLOWED BY THE STAFF MEMBERS**

- ❖ Wearing of ID inside the campus is compulsory.
- ❖ Jeans Pants & T-Shirts are not allowed.
- ❖ Discipline should be maintained within the campus.
- ❖ Chewing-gum/Tobacco products are strictly prohibited within the campus.
- ❖ Low Waist Pants are not allowed for Gents.
- ❖ Gents should comb their hair & neatly shaved.
- ❖ Sleeveless, Cap-Sleeves, Tight Tops, Deep-Slits in the Salwars are not allowed and Salwars should be worn with stole for Ladies.
- ❖ Top should be of minimum knee length and leggings/Push-ups are not allowed for Ladies.
- ❖ Smoking is prohibited in and around the campus.
- ❖ Violation of the above rules will be considered seriously and proper action will be initiated.

GUIDELINES TO STAFF MEMBERS DURING INTERNAL TEST

Room Invigilators Duty:

- ❖ Room invigilators shall report for duty, signing the attendance register kept for the purpose at the location earmarked by the respective Head of the Department. **However the room invigilators of the department of Physics/Chemistry/Humanities/Civil Engg/Mathematics shall report for duty in the departments as mentioned in the duty list.**
- ❖ Room invigilator shall ensure timely commencement and completion of internal tests, themselves being present in the test hall 10 minutes ahead and distributing blue books and question papers timely.
- ❖ Room Invigilators shall instruct the students to
 - Occupy their allotted seats (in the serial number order) 10 minutes ahead the commencement of the test.
 - Fill the entries printed on the answer book and write the *Semester, branch, Section and serial number* on the facing sheet compulsorily.
 - Take up the test for the complete duration [1 Hour]. However for the examinations comprising only objective type questions the aforesaid duration shall be considered 30 minutes.
- ❖ It is solely on the room supervisor's part for the proper return of answer books arranged in the **serial number order** to the respective department test coordinators.
- ❖ Prior permission of the Principal with alternate arrangement is mandatory for exigent transfer of duty.
- ❖ There shall be a **common question paper** among the different sections for the same subject.
- ❖ Properly set question papers (as per the format available with the department test coordinator) along with the **scheme of evaluation** and **full set of blue books** shall be submitted to the Department Test Coordinators well in advance.
- ❖ Written answer books shall be collected soon after 10 minutes on completion of the test and on consultation with the department test coordinator.

Notice

Ragging is a punishable offence under the Section 116 of the Karnataka Education Act 1983 & Section 506 of the Indian Penal Code (IPC) with following punishments.

Conviction: Imprisonment up to **1 Yr.** or fine up to **Rs.2,000/-** or both.

Punishment: Punishable not only under **Section -116** of Education Act and provisions in various other sections also.

Crime: Criminal court can take cognizance of any offence **Under Section – 116**, shall be investigated by an officer of the rank IGP- Offence cognizable and **Non-Bailable**.

Rustication – Liable for rustication, dismissal and expulsion from the College and Hostel.

Spoiled Career: A Final year student who cannot be expelled, embouchement on his marks card, Transfer Certificate, Conduct/Character Certificate & Degree Certificates.

Students are hereby instructed not to do any Ragging to your juniors, Friends in College or Hostel.

Principal.

AFFIDAVIT

Undertaking by student

1. I, _____
S/o D/o Mr./Mrs./Ms. _____, having
been admitted to _____,
(Name of the Institution) , have received a copy of the UGC/AICTE Regulations on Curbing the
Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the
"Regulations") carefully read and fully understood the provisions contained in the said
Regulations.
2. I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes
ragging.
3. I have also, in particular, perused clause 5(3) and clause 8(4)(a) of the Regulations and am
fully aware of the penal and administrative action that is liable to be taken against me in case I
am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to
promote ragging.
4. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 4
of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission
that may be constituted as ragging under clause 4 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause
8(4)(a) of the Regulations, without prejudice to any other criminal action that may be taken
against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in
the country on account of being found guilty of, abetting or being part of a conspiracy to
promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am
aware that my admission is liable to be cancelled.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the
affidavit is false and nothing has been concealed or misstated therein.

Place :

Date :

Signature of deponent

Address:

Telephone/ Mobile No.:

Solemnly affirmed and signed in my presence on this the ----- (day) of ----- (month),
----- (year) after reading the contents of this affidavit.

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. _____
Father/Mother/Guardian of Mr./Mrs./Ms. _____ S/o D/o
Mr./Mrs./Ms. _____, having
been admitted to _____
(Name of the Institution), have received a copy of the UGC/AICTE Regulations on Curbing
the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the
"Regulations") carefully read and fully understood the provisions contained in the said
Regulations.
2. I have, in particular, perused clause 4 of the Regulations and am aware as to what constitutes
ragging.
3. I have also, in particular, perused clause 5(3) and clause 8(4)(a) of the Regulations and am
fully aware of the penal and administrative action that is liable to be taken against my ward in
case he/she is found guilty of or abetting ragging, actively or passively, or being part of a
conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging
under clause 4 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or
omission that may be constituted as ragging under clause 4 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to
clause 8(4)(a) of the Regulations, without prejudice to any other criminal action that may be
taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any
institution in the country on account of being found guilty of, abetting or being part of a
conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be
untrue, the admission of my ward is liable to be cancelled.

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the
affidavit is false and nothing has been concealed or misstated therein.

Place :

Date :

Signature of deponent

Address:

Telephone/ Mobile No.:

Solemnly affirmed and signed in my presence on this the (day) of (month),(year) after reading the
contents of this affidavit.

OATH COMMISSIONER