



Accredited by NBA*

SVCE BENGALURU

SRI VENKATESHWARA COLLEGE OF ENGINEERING

Affiliated to VTU, Approved by AICTE, Recognised by UGC u/s 2(f) & 12(B)

STUDENT'S HANDBOOK

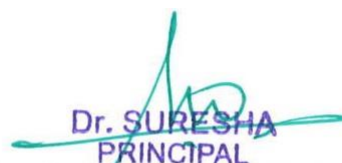
Students are expected to behave responsibly and sensibly by adhering to Code of Ethics at all times in the college premises and while representing the institute at international, national, and state and university levels.

Punctuality & Regularity:

1. College will function from 8.30 am to 4.00 pm.
2. Students are expected to be in the class room five minutes before the class commencement.

Discipline:

1. Wearing Student ID Cards in the Campus is compulsory.
2. The institute gives top priority for discipline and all the concerned are required to adhere to the Rules and Regulations of the institute to maintain utmost discipline in the campus.
3. Students are not permitted to use Mobile Phones inside the college campus.
4. Eating snacks, in class room is not allowed.
5. Browsing is not allowed during academic hours, if found, mobile phone will be confiscated and seized.
6. RAGGING, SMOKING AND CONSUMING ALCOHOL ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS.
7. Movement outside the classroom in between lectures strictly not allowed.
8. No function shall be arranged by the students in the hostel or college campus without prior permission.
9. Furniture in the class rooms should not be displaced.
10. Writing on walls, bath rooms, and furniture or black boards is strictly prohibited.
11. Any damage to the college property caused by a student will be charged to the accounts of the student responsible for the damage in addition to disciplinary action.
12. Students are advised to switch off fans and lights when they leave the class rooms.
13. No one will be allowed to whistle, shout or sing aloud while travelling in the bus. They are also not allowed to throw anything while travelling by college bus.
14. No students shall remain in the hostel during class hours unless he / she is sick and is permitted to be on leave.
15. Students will have to sit through the entire period scheduled for the internal tests and university examinations.
16. All students should wear uniforms that are stipulated while attending the practical classes.


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Ethics:

1. Any student found indulging in malpractice in the I.A. Test / University exams will be debarred from appearing for the rest of the examinations.
2. Plagiarism is viewed very seriously. Plagiarism in assignments/project work, project report, seminar reports or any other academic or non-academic activity is strictly not allowed.
3. Every student is expected to maintain highest level of honesty and academic integrity at all situations.
4. Students are expected to behave respectfully with administrators, faculty, staff and their peers in campus and off campus.
5. They are expected to not to deface the facilities available in institute under any circumstances.
6. Formation of any type of unauthorised groups is illegal.
7. Students should act positively to create & maintain harmonious atmosphere by not creating differences in the name of Caste/religion/ region/race, etc.
8. Sexual assault and harassment is inexcusable and shall result in disciplinary action in accordance with the college policy.

Dress code:

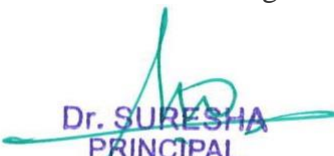
1. All students should wear clean and appropriate dress.
2. Gentleman should wear trousers with shirts neatly tucked in. They are expected to wear shoes. Torn/cut/ damaged clothing are not allowed.
3. Ladies should wear churidars. Half sarees, midis are prohibited in the campus. Torn/cut/ damaged clothing are not allowed.

Academic Requirement:

1. Minimum attendance requirement for taking university examination is 85%.
2. In the event of continued poor performance in internal tests and poor class attendance (less than 85%) the student will be withhold permission to write the university examinations, as per the University Norms.
3. Absenting from regular classes will be very strictly viewed and absenteeism in the test will be viewed with utmost sternness.
4. Students should attend all tests and show good academic progress.

Attitude:

1. Students are expected to use polite and courteous language with the staff, faculty & fellow students to maintain decorum in the campus and outside.
2. Students are expected to conduct themselves in such a way to bring good name for the college wherever they are.
3. Indiscipline behaviour in the campus or while representing the institute outside leads to disciplinary action which includes: fine, suspend or even expel a student from the college in the interests of the institution.


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Library:

Library is the knowledge centre of an institute; SVCE has the state of the art library to enrich the knowledge of faculty & students. Guide lines to access the library facility:

Guidelines to use library facility:

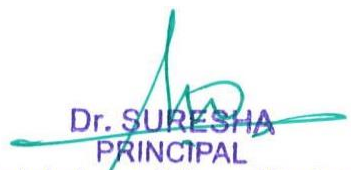
1. Students should maintain silence in the library; eatables, mobiles are not permitted.
2. Personal belonging not allowed.
3. The Library is kept open from 8.30A.M to 7.15P.M on all working days.
4. User should “login” before entering the library.
5. Books borrowing limit: HOD’s-10, Faculty-5, Students-3, Merit students-5.
6. Library has a unique scheme of Book bank for students. This will provide a set of Books prescribed by the VTU for the entire course.
7. Circulation :
 - “I.D Card” is must while borrowing.
 - Cannot borrow using others “I.D cards”.
 - Renewal of books 2 times only.
 - “Overdue charges” Rs.2/-per day.
 - “Overdue books” will not be renewed.
 - Lost books should be replaced.
 - Sneaking of library materials prohibited. 2 CC TV cameras are in action.
 - If the due date falls on holidays, return can be done on the following working day without fine.
8. Misbehaviour in the Library will lead to cancellation of membership and serious disciplinary action.
9. The Librarian has the right to recall the issued books at any time in case of emergency.

Internet facility

The institute has provided high-speed Wi-Fi facility in the campus, students should use it to gain the enrich knowledge to become competitive.

Guidelines to use internet facility:

1. Wi-Fi facility is available in the campus.
2. Students can access & use the internet facility only for academic related activities.
3. Use of internet facility for any non-academic purpose is strictly not allowed in the campus.


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Sports Facility:

Institute has provided state of the art sports facilities to encourage the students to participate in various sports events.

Guidelines to use sports facility

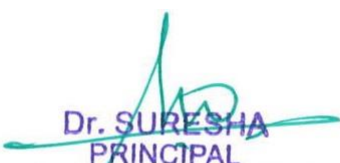
1. The sports facilities will be issued on the first come first serve basis.
2. Return the sports facilities good condition on time.
3. Develop sportive attitude with fellow students.

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Important Email IDs

Sl No	Person/Department	Email ID	Official Contact No
1	Helpdesk	enquiry@svcengg.edu.in	9731226262
2	Principal	principal@svcengg.edu.in	Contact Help Desk and request to link to department / person
3	Registrar	registrar@svcengg.edu.in	
4	Accounts Officer	ao@svcengg.edu.in	
5	HOD ECE	hodec@svcengg.edu.in	
6	HOD CSE	hodcs@svcengg.edu.in	
7	HOD ISE	hodis@svcengg.edu.in	
8	HOD ME	hodme@svcengg.edu.in	
9	HOD CE	hodce@svcengg.edu.in	
10	HOD MT	hodmt@svcengg.edu.in	
11	HOD BS/1YR	bscoordinator@svcengg.com	
12	HOD MBA	hodmba@svcengg.edu.in	
13	COE	coe@svcengg.edu.in	

**Note: Please Contact through phone
from 09:00AM to 05:00 PM only**


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