

# **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, 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. Students are not permitted to use Mobile Phones inside the college campus.
3. Eating snacks, in class rooms/laboratories is not allowed.
4. Browsing is not allowed during academic hours, if found, mobile phone will be confiscated and seized.
5. RAGGING, SMOKING AND CONSUMING ALCOHOL ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS.
6. Movement outside the classroom in between lectures strictly not allowed.
7. No function shall be arranged by the students in the hostel or college campus without prior permission.
8. Furniture in the class rooms should not be displaced.
9. Writing on walls, bath rooms, and furniture or black boards is strictly prohibited.
10. 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.
11. Students are advised to switch off fans and lights when they leave the class rooms.
12. No students shall remain in the hostel during class hours unless he / she is sick and is permitted to be on leave.
13. Students will have to sit through the entire period scheduled for the internal tests and university examinations.
14. All students should wear uniforms that are stipulated while attending the practical classes.
15. Students are advised to pay college fee in time.

## **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. Sleeveless tops, 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.

### **Library:**

Library is the knowledge centre of an institute; SVCE has the state of the art library to enrich the knowledge of faculty & students. Guidelines 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 8.30 am to 7.30 pm 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. SC/ST book bank facility is available.

7. 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.
8. 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. CCTV cameras are in action.
  - If the due date falls on holidays, return can be done on the following working day without fine.
9. Misbehaviour in the Library will lead to cancellation of membership and serious disciplinary action.
10. 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 and LAN facility in the campus, students should use it to enrich their knowledge to become globally 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.

### **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.

### **Canteen:**

A hygienic canteen is situated within the college campus. It is open for all and there is a separate seating arrangement for staff & students. All types of snacks, soft drinks, meals are available. The service available from 7.30 am up to 9.00 pm every day.

1. Students are not permitted to sit in the canteen during lecture hours.
2. Shouting, whistling, creating any kind of noise is not permitted.
3. Students are advised to behave politely with the canteen staff.

### **Transport:**

Transport facility of the institute covers almost all major parts of Bengaluru and nearby cities like Chikkaballapur, Doddaballapur, and Shidlaghatta, Chinthamani & Bagepalli.

1. All students can use the transport service by paying prescribed fee.
2. Students are advised to be at your respective bus stops 10 min early to scheduled time.
3. Bus will not wait for any student after the scheduled time.
4. 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.
5. Behave yourself gently with the transport staff and fellow travellers.

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