

## **From Principal's Desk**

I am delighted to welcome you to the current academic year with great pride and honor.

Education is a lifelong process and our mission therefore is to provide a rich learning environment to our students as learners.

“One way to keep the momentum going is to constantly have greater goals”

-Michael Korda

Young talented engineering students are the foundation of a future revolution. They are the owners of tomorrow who carry the engineering profession to create a new world. We provide a caring hand and intellectually challenging environment that will empower the students as innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the 21<sup>st</sup> century.

With a long and rewarding history of achievements in education behind us, we continue to move forward with confidence, pride, commitment and enthusiasm. We are enriching their lives with great expertise, deep dedication and intense passion. We aim to empower our students to grow as individuals with strong open, discerning minds with an international perspective, preparing them to make a mark in the world.

This handbook provides to students and parents, all details of policies and procedures followed in the Institution. It deals with the code of conduct, discipline matters and other relevant information about the college and the university to which it is affiliated.

Wishing you a great academic career.

**Dr. M. Basavaraj**

**Principal**

**Personal Details**

**Name:** \_\_\_\_\_

**Branch:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_ **USN:** \_\_\_\_\_

**Blood Group:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Permanent**

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AADHAR NUMBER:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone(Res):** \_\_\_\_\_ **Phone(Off)** \_\_\_\_\_

## **VISION AND MISSION**

### **VISION:**

To evolve as a center of excellence in technical education by imparting quality education, focusing on creativity, innovation and entrepreneurial skills.

### **MISSION**

- To impart affordable quality technical education to emerge as technocrats of global competence.
- Identifying and encouraging students to perform to their full potential.
- To develop and strengthen entrepreneur skills among students.
- To provide a conducive environment for experiential, academic learning interspersed with extra and co-curricular activities.

### **Objectives**

- To provide excellent technical education and training, that develops skills, which contribute to the success of the individual and the country's economy.
- To provide quality education and groom top-notch professionals, entrepreneurs and leaders for different fields of engineering, technology and management.
- To open a Training, R & D, Design-Consultancy cell in each department, encourage basic and applied research in areas of social relevance, and develop the institute as a Center of excellence.
- To develop academic, professional and financial alliances with the industry as well as the academia at national and international levels.
- To cultivate strong community relationships and involve the students and the staff in community services.
- To facilitate interaction between parents, institute and industry in order to enhance the value of the educational inputs.

All this will be achieved by our total commitment to:

- Enhancing the satisfaction index of all the stakeholders by ensuring 100% success in all semester examinations. This will be assessed per semester/year.
- Value added courses are arranged during semester to upgrade technical skills to meet the requirements of industry.
- Interaction of Industries & Corporates with college will be amplified by offering more Guest Lectures, Seminars, Symposiums and Conferences. These help students to keep pace with the latest developments in the field of Science and Technology and to create “Industry-ready” students all of whom shall find employment.
- To instill entrepreneurial skills among students by providing necessary guidance, which will be assessed periodically.
- Value, support and recognize excellence in teaching by academic staff and to encourage the spirit of research by involving them more in R&D activities.
- To achieve the Accreditation of the highest grade from NAAC.

### **About CIT**

Coorg Institute of Technology is an ideal Institution established in the year 1999, by a group of successful visionaries and educationists under the banner of KES. Late Dr. M. M Chengappa, Chairman, Late Sri. C K Poovappa, Secretary and Mr. K N Uthappa, Treasurer and many philanthropists were the founders of K E S and CIT is their brain child. The college is spread over a sprawling 34acre campus. The college which began with just 180 students has recorded exponential growth in a span of 20 years and is now a full-fledged institution functioning with 5 Under Graduate

Programs. The college has airy and spacious digital class rooms, state of the art laboratories, library and information centre, auditorium, cafeteria, stationary shop, ATM, Post Office and play grounds.

CIT believes in imparting quality education by igniting the minds of students. The college provides certification courses in diverse fields of engineering and emerging technologies. The college has a tie up with professional bodies like, ISTE, ELIN LABZ, Data Science Research Center (DSRC) and has also signed MoU with Cyber Matrix Services (CMS)-Builders Association of India (BAI) etc. for the overall development of students.

The Institution also has many clubs such as Technical Club, Cultural Club (Kalarava), Music Club (Exofic), Photography Club (Focuson), Robotics-Centre of Excellence, Sports Club (Abhivartna), Eco Club and so on. We encourage students with special talents and inspire them to excel in technical, social, cultural and sports activities and thus realize their dreams and ambitions.

We also embrace social responsibilities with pride and passion .We organize Blood donation and Eye check-up camps, and socially productive events like Swacch Bharat Abhiyan, Marathon, Flash mobs, etc. We nurture social awareness among students and emphasize the importance of involvement in social causes.

## **STUDENT'S CONDUCT AND DISCIPLINE**

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## **FOREWORD**

**Student's Conduct & Discipline Rules** have been framed for the benefit of the students and proper functioning of the college. The smooth functioning of the college depends upon observance of discipline by the students. The college can help the students better, when rules of discipline are observed properly. Violation of these rules deprives the students of the advantages of various facilities provided by the college.

The aim of the policy is to encourage self-discipline and to develop their personality. The college aims to provide a moral framework for students' personal and social development.

The college believes that responsibility, decorum and discipline are the hallmarks of a good student. Students with such qualities can prove to be

productive manpower with an appreciable value system. Erring students would be subjected to corrective disciplinary action.

When the student observes /follows the rules of the institute in terms of discipline, decorum and behavior, they achieve their dreams. It creates the right atmosphere and develops skills required for the Industry.

These rules shall be called and referred to as “CIT College of Engineering – Student’s Conduct & Discipline Rules”. These are framed for the benefit of the students.

## **Part-II**

### **Acts of Indiscipline & Misconduct**

#### **Introduction**

CIT is dedicated to provide students the very best educational experiences possible. Discipline is the key and watchword of CIT to bring balance in every walk of life. The fundamental purpose of the students’ 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.

We will ensure that there is no differential application of the policy on any grounds: ethnic, national, culture, religion, gender and physical disability. Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported to the college authorities.

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

## **2.1 General Disciplinary Matters**

### **2.1.1 Discipline:**

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

### **2.1.2 Identity Card:**

- a) It is meant for identifying bonafide students of this college and is used for permitting the students to participate in various activities and programs of the college. Every student must compulsorily wear Identity Card as long as he/she is in the college campus. It must be produced by the student whenever demanded by the member of the teaching or non-teaching staff of the college.
- b) He/she must take proper care of his Identity Card to avoid its misuse by other students and outsiders. In case the Identity Card is lost, the matter should be immediately reported to the Principal and an application should be given for a duplicate Identity card which will be issued on payment of charges (only once in case of misplacement).

### **2.1.3 Dress Code:**

- a) All students shall wear only the prescribed decent dresses while attending the college on all days. Only neat and decent clothing is allowed. Boys and Girls are to be dressed modestly and should have well groomed hair. They are not permitted to wear obscene dresses. If non-adherence to this rule is reported against a student often, severe action will be initiated.



- b) Girls are permitted to wear decent and dignified dresses of their choices. Tight, transparent, provocative fitting and the religious dresses like Hijabs, Safron Scarves etc. are strictly prohibited.
- c) Students are advised not to wear precious and costly jewelry. The college authorities will not be held responsible for their loss. Shoe is compulsory for boys.
- d) No one is permitted to the campus with a covered face or with his/ her helmet on.
- e) The following dress code should be followed in the lab/workshops:
  - \*Specific colored apron
  - \* Black or brown leather shoes for workshops and laboratories.

## **2.1.4 Students' Behavior:**

### **i. Students' behavior in Class Rooms:**

- a) Students shall not engage in noisy and unseemly behavior, diverting 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 per the time table of the college/university.

### **ii. Students behavior in the Laboratory:**

- a) Students should take care of tools, apparatus and other equipments given to them. Students should follow the rules and regulations of the laboratory and preserve the cleanliness of the laboratories.

### **iii. Students' behaviour during Examinations:**

- a) Committing forgery, tampering with or misuse of the university documents or records, identification cards etc. are punishable.
- b) Students using unfair means in University or other College examinations or class tests will be liable to expulsion from the college. He/she maybe

subjected to any other disciplinary action, in addition to any penalty that the university/ college authorities may decide to impose.

- c) Students involved in malpractice at the college/ university examinations will be expelled from the college.
- d) Misconduct during examination, production of false information/ documents for admission and failure to return loan materials will be seriously dealt with.
- e) Students are required to bring their identity cards and admission tickets at the time of all examinations.

#### **iv. Students behaviour in the Campus and Hostel**

- a) Students must not loiter in the college premises and corridors while the classes are in progress.
- b) The students will not be permitted to loiter in the college on holidays, unless they have been granted permission.
- c) Spitting, smoking and throwing bits of paper and littering inside the college campus must be avoided.
- d) Drinking and smoking is prohibited in the hostel as well as in the college premises.
- e) Students are strictly forbidden to collect 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 gambling in the college premises.
- h) Any kind of indiscipline including fighting in the hostel & college premises is punishable and he/she could be rusticated from the hostel/college.

- i) Carrying of lethal weapons like guns, revolvers in the college or hostel is strictly prohibited. Keeping weapons and ammunition of any kind in the college or hostel rooms is prohibited.
- j) Students shall not indulge in displaying of posters, distributing pamphlets, of any 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 the college premises.
- l) Students shall refrain from arousing communal, caste or regional feelings or creating disharmony among students.
- m) Students shall not invite outsiders/relatives/friends to the college or hostel premises without prior permission of the Principal.
- n) Indulging in anti-social activities in the campus is a serious offence and is punishable.
- 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) Scribbling or etching on drawing boards and desks and writing on the walls, dirtying and defacing the college campus, etc. are strictly prohibited. Stringent action will be taken against students indulging in such practices and if the student is not identified, then the whole class will pay to compensate the loss. Breakage of furniture will also be treated in the same manner.
- q) All the students should strive for cleanliness of the premises and help in the maintenance and upkeep of the college.

- r) Loitering, shouting, whistling and other such acts that cause nuisance in the premises of college are strictly prohibited.
- s) Political activity of any sort whatsoever is completely banned inside the college campus. If a student fails to comply with this regulation, strict disciplinary action will be initiated against him/her which may even result in the rustication of the student from the college.
- t) No student shall directly or indirectly participate, involve or commit any illegal activity or cause nuisance in the college/ hostel or in any public place.
- u) All meetings, cultural programs, debates, etc. organized in the college premises must be held in the presence of the teaching staff 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.
- v) Playing loud music is strictly prohibited in the college premises. Defaulters will be punished and instruments will be confiscated.
- w) Use of mobile phones within the college campus is strictly banned. Violation of this rule by any student would result in impounding of the cell phone, levying of fine and strict disciplinary action against the student.
- x) Students are prohibited from organizing and attending meetings in the college and distributing notices for any purpose without the permission of the Principal.
- y) Gathering in groups at the entrance of the college, pathways & roads is strictly prohibited.
- z) While attending college functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.

- aa) Playing Holi inside the college & hostel premises is strictly prohibited. Disciplinary action will be taken against the student found guilty of violating this rule.
- bb) Students should strive hard and spare no effort in maintaining peace in the campus.

**v. Students behavior in General:**

- a) Students are expected to use only courteous and polite language and behave with decorum with the faculty members, staff & fellow student of the college.
- b) Students shall avoid using any insulting, threatening language while talking with fellow students and should abstain from violence.
- c) Students are required to develop friendly relationship with fellow students. Students are expected to show kind and cordial consideration in particular 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 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 and decorum. Students shall not indulge in any act of offence punishable under law.
- e) Students shall not indulge in any improper behavior while on tour or excursion.
- f) Students shall conduct themselves within and outside the premises of the college in a manner befitting the prestige of the college and shall do nothing that will interfere with the discipline of the college or tarnish the image of the college.

- g) Teasing or disrespectful behaviour with fellow students (girls/ boys), ragging, smoking, alcoholism, taking drugs, gambling and other such unsocial acts will lead to immediate dismissal from the college.
- h) Students are not allowed to communicate any information about college matters to the press or any other media.
- i) 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.
- j) Students shall make use of college office only during short break and lunch break. The rules don't apply in case of any emergency.

### **2.1.5 General Regulations:**

- a) Students should cultivate the habit of reading the messages on 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.
- b) Students shall participate in sports, extracurricular activities, social gatherings and community services whenever arranged by the college.
- c) All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded. Students shall leave their bicycles, scooters, motorcycles and cars locked in the parking area at their own risk. No bicycle, scooters, motorcycles or cars shall be parked in any other part of the college building/ campus.
- d) Complaints and grievances may be made through the concerned committees or HOD only.
- e) Misappropriation of articles is punishable. Students finding articles not belonging to them should hand over the same to the Principal / Office Superintendent.

- 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 in organizing or assisting in strikes.
- h) Students suffering from any contagious or infectious diseases will not be permitted to attend the College.
- i) Students shall maintain good discipline & character throughout the duration of their study in this college.
- j) Any student who causes damage to the reputation of the college will be dismissed.
- k) All the extra-curricular activities such as sports, debate competitions, general functions, etc. will be conducted by the college nominated bodies and concerned departments.
- l) The curricular activities such as seminars, symposia, lectures by experts will be organized through the respective departments.
- m) The students are advised to be in constant touch with the Student Welfare Officer / other members of staff during tough times.
- n) The designated Chief Editor will carefully edit the college magazine. Students will contribute articles on science and general topics. They may also send their suggestions for the improvement of the magazine.
- o) Student representatives will be nominated by the concerned constituted committees. There will be no election to the College, Departments and Academic associations.
- p) Students shall switch off lights and fans on vacating the classrooms/hostel rooms.

## **2.2 Class Regulations**

- a) All the students have to be in class room at least five minutes before the commencement of classes.
- b) Coming late to the college and reporting late to the class is a serious breach of the code of conduct.
- c) The students shall observe silence in the class irrespective of the presence or absence of the faculty member. They shall not disturb the neighboring class with their noise
- d) No student can leave the class room without the permission of the teacher.
- e) Students will not be permitted to leave early or come late to the class under any pretext. Time fixed for such purposes during office hours must be adhered to strictly.
- f) Students are expected to take up all assignments, tests and examinations of College/University seriously and should try to perform creditably.
- g) Attending all Three Internal Tests is compulsory as per the VTU norms.
- h) Students should work quietly either in the Library or in the reading room or spend time in the student's common room without causing any disturbance during their free periods.
- i) Attempt or persuading others to attempt, to boycott or postpone the classes, examination and tests which are duly notified by college authorities, is a serious offence. Students involved in such activities shall be appropriately punished.
- j) The concerned HOD's with the permission of the Principal shall have the power to impose fine or to cancel attendance of the student for specific period in case of inattentiveness/indifference to studies or coming late without valid reasons.



## **2.3 Attendance Regulations**

- a) Normally 100% attendance is expected of a student. Ideally a student should attend all lectures, tutorials and practicals held during the semester in all the theory subjects and labs.
- b) In case a student faces unavoidable problems (personal, family, etc.), university permits such students to have a minimum attendance of 85% in both theory & Practical in all the subjects. If the student fails to improve his/her attendance and does not maintain the required attendance, he/she may not be permitted to fill his/her examination form. Thus he/she will not be permitted to appear for the university examination and will be detained.
- c) Students are required to attend the classes from the day college reopens every semester.
- d) No exemption for attendance will be allowed for rehearsals/practice in cultural/ sport and other such activities.
- e) The students, who are required to participate in the activities of the institute such as debate, exhibitions, sports, meetings etc., are required to submit an application through the concerned staff and get prior permission from the respective HOD for condoning their absence in order to get attendance.
- f) If the students are likely to remain absent due to unavoidable situations, they are informed to submit an application duly endorsed by their parents/guardian, mentioning the reason.
- g) Parents/guardian/mentors are requested to keep track of their ward's attendance. For if their ward falls short of the minimum attendance requirements, he/she shall not be permitted to appear in the university examinations.

- h) Absence on medical grounds for 3 days or more should be supported by medical certificate from the doctor. However, the certification is considered only for 10% of attendance as per VTU rules.

## 2.4 Lab Regulations

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

hardware system or component from any lab will be considered as theft and will be dealt with very seriously.

- i) Reading, duplicating, copying, removing, or misuse of a document, record, book, ledger, file, printout, cartridge, disc, key or any property maintained by any individual(s) or department(s) of the college is strictly prohibited.
- j) Use of the computer system for frivolous purposes like playing games is prohibited.
- k) Any attempt to alter the boot sequence and operating system loader by students is forbidden.
- l) Use of Pen Drive, CD, and DVD in the lab by students is prohibited. However, if a student is working on any project/seminar etc., he or she can take special written permission from the respective HODs for such use. These students must take sufficient care not to use infected storage devices on computer systems, or to copy/store any virus infected file on any computer system.
- m) Students must make sure to follow the proper shutdown procedures before leaving the labs.
- n) Error Reporting: It is expected from all users to report to the LAB administrator/ in charge, if there is any hardware, software or any other operational errors.
- o) Students should observe the safety regulations in the laboratories and workshops.

### **Leave Regulations**

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

## **2.6 Library Regulations**

- a) Any of the following behavior is strictly prohibited in the Library:
  - i. Usage of cell phones in the library.
  - ii. Removing or attempting to remove library materials/ equipment.
  - iii. Failing to either renew or return library materials when due.
  - iv. Concealing library materials in the library for the exclusive use of an individual or group.
  - v. Mutilating library materials by marking, underlining, removing pages or portions of pages, removing binding or in any other way damaging or defacing library materials.
  - vi. Eating and drinking in the library.
  - vii. Being in unauthorized areas of the library, remaining in the library after closing or when requested to leave during emergency situations.
  - viii. Maliciously accessing, altering, deleting, damaging or destroying any computer system, network computer program or data.
- b) Students must work quietly while in library or spend time in such a way so as not to cause any interference with the work of others.
- c) Library cards are valid up to the end of the course period.
- d) The person should be present at the time of issuing the books.
- e) Before leaving the circulation counter, while borrowing the book, the member should satisfy himself that the book is in good condition. If not, it should be brought to the attention of the counter staff. Otherwise he/she is liable to be held responsible for the damages noticed at the time of returning.
- f) Librarian is entitled to cancel membership of any person found taking unauthorized books from the library.

- g) Readers should produce their identity card on demand.
- h) Students should take care of their bags, purse, calculators and library materials etc., left on the table.
- i) Blazers and Jackets are not allowed inside the Stock Section.
- j) At the end of the final semester, the borrower's card shall have to be returned and a "NO DUE CERTIFICATE" from the library will have to be obtained.

## **2.7 Ragging**

### **2.7.1 Prohibition of Ragging:**

#### **ANTI-RAGGING LAW**

- a) As per the orders of the Supreme Court, Govt. of India, UGC, AICTE, Govt. of Karnataka, VTU," Ragging" is a Criminal Offence leading to Non-bailable Imprisonment. Students should not indulge in ragging or support ragging directly or indirectly in whatsoever manner. Severe action will be initiated against those indulging in ragging or supporting ragging.
- b) Ragging means causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule or to forbear from doing any lawful act, by intimidating, wrongfully confining or injuring him or by using criminal force on him / her or by holding out to him / her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

- c) Ragging menace is a criminal offence and such of the students who involve in ragging will be rusticated from the college. Further, their University degree and conduct certificates will be embossed in BOLD letters with a statement that they indulged in ragging.
- d) Students indulging and/or encouraging ragging will not be eligible for placement services, hostel facility, air concession, railway concession, scholarships, passport/visa clearance etc.
- e) Enquiry committee's decision regarding the punishment is final.

The college has constituted multiple anti ragging committees to curb ragging and to create Ragging free campus.

**1. Discipline and Anti Ragging Committee 2019-2020**

<b>Sl. no.</b>	<b>Name</b>	<b>Department</b>	<b>Designation</b>	<b>Contact No.</b>
1	Mr. Vijaya Shetty, Asst. Professor	Mathematics	Convener	9483621985
2	Mr. Gangadharappa M H, Associate Professor, HOD	Mathematics	Member	9916090944
3	Dr. Divakara S S, Associate. Professor, HOD	Electronics	Member	9448721011
4	Mr. Thimmaiah A G, Asst. Professor, HOD	Mechanical	Member	9448648600
5	Mr. Pramukh Ganapathy C, Asst. Professor, HOD	Civil	Member	9482133666
6	Mr. Muthappa K A, Asst. Professor, HOD	Computer Science	Member	9008611421
7	Mrs. Anuradha P J, Asst. Professor, HOD	Physics	Member	9448647712
8	Mr. Muthanna A T, Training and Placement Officer	Placement	Member	7337754246

9	Mr. Mahendra, S M, Asst. Professor and Hostel Warden	Electronics	Member	9535058284
10	Mr. Muralidhara B , Asst. Professor	Computer Science	Member	9036915739
11	Ms. Radha T M	Warden(girls)	Member	9731673361
12	Mr. Dhillon Changappa, Finance Superintendent	Office	Member	9611640552
13	Mr. Harish Kumar, Physical Education Director	Sports	Member	9483461103
14	Mr. Yashwin B L	4th Year ME	Student Member	9482783412
15	Mr. Sonu John	3rd Year Civil	Student Member	
16	Mr. Chiranth K L	2nd Year CS&E	Student Member	
17	Mr. Hemu Nanaiah C S	1st year CS&E	Student Member	9480045588
18	Mr. Nagesh K T	3rd Year ECE	Student Member	

## 2.8 Placement Regulations

- a) Students seeking placement assistance from college placement cell are compulsorily required to participate in all the training programs organized by the college and accept the placement policy of the college.



- b) From time to time, students should furnish their details as per the prescribed format in the placement office. Also, students should ensure these details are updated as and when required. Placement cell will not be responsible, if any student loses placement opportunity due to any anomalies in his/her details.
- c) Students who are eligible & interested to participate in a selection process should register their names in the placement office as soon as it is notified. Students who have not registered their names will not be allowed to participate in such selection process.
- d) If a student who does not have requisite eligibility criteria, is found attending a selection process, he/she will be blacklisted and the college placement cell will not provide any subsequent placement opportunities for such students.
- e) Eligible students should be able to participate in the selection process on short notice with all necessary documents.
- f) Students who have registered for a selection process and fail to appear for the same will be blacklisted and further placement opportunities will not be provided. However, this may be relaxed in the case of students who fail to appear in a selection process on medical grounds or due to any other genuine reasons and give sufficient explanation for the same.
- g) If a student is selected in any company, he/she will not be able to appear for any other selection process except in the following cases,
  - i. If the company insists to include all the students (both selected and non-selected ones) in their selection process –Dream option.
  - ii. If the company fails to induct the selected students or does not guarantee employment for the selected ones due to some internal problems.

- iii. In some extreme genuine cases, as felt necessary by the college placement cell.
- h) If a student is selected with a clause of fulfilling certain criteria before he/she completes B.E and if the student fails to meet these criteria, resulting in withdrawal of offer from the company, then the placement cell will not provide any other opportunities to such students.
- i) No student should directly communicate with company Executives bypassing placement officer.
- j) Students participating in selection process should be dressed formally befitting true engineering professionals. Students coming in casuals will not be allowed to appear in any of the selection process.
- k) Students participating in off-campus selection process should behave like true ambassadors of the college, and if any of them is found to misbehave he/she will be strictly dealt with.

## **2.9 Sports Regulations**

The college provides various opportunities for students interested in sports and games and the students participating in such activities should follow the rules of the department and avoid undesirable behavior such as:

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

- g) Visiting different places without the permission of the Principal/Manager/Coach during outstation tournaments.
- h) Damaging or misuse of sports material in the custody of college sports department.
- i) Not returning sport materials on time after usage.

## **2.10 Transport Regulations**

- a) Student opting for transport service should register, accept and abide by the transport policy.
- b) Student should carry transport identity card and produce the same during any verification.
- c) Students who have registered and opted for transportation in EERP can avail the facility.

## **2.12 EERP Regulations**

EERP (Educational Enterprise Resource Planning) is a web-based Education Information Management System to automate our college activities. It provides information related to academics, attendance, test and Internal Assessment score display and other activities. Students are advised to utilize this facility.

- a) Every student should login to EERP with user name and password issued and student should change the password after the first login.
- b) Student's parent/guardian will be issued separate user name and password to view their ward's detailed academic records.
- c) Student should meet respective HOD/coordinator/counsellor for data verification and any updation at the earliest.
- d) Information about student's absence is sent to parent/guardian everyday through EERP.

- e) The students can access attendance and IA Scores by logging into EERP software regularly.
- f) Students should not login with others User ID. If anybody found misusing other's data from EERP, stringent action will be taken against them.

### **2.13 Fee/Scholarship Regulations**

- a) College fee should be paid within the prescribed date. Failing to pay within the prescribed date will invite penalty/interest.
- b) VTU Examination fee is not included in the college fee and should be paid before the last date announced by the university.
- c) Eligible students should apply for various scholarships on their own before the last date which is informed through circulars.
- d) Scholarship information reaching college officially is only announced in the college. It is the duty of students to view the notice board periodically.
- e) College is not held responsible to provide the information of Scholarships from central/state government /NGO and any other organizations that are not officially communicated to the college.
- f) College officially receiving the scholarship/grant/fee concessions sanctioned to students from central/state government /NGO and any other organizations is adjusted to college fee.
- g) College is not held responsible for delay in the sanction/release of the scholarship/grant/fee concessions. It is the duty of the student to follow up for its release.

### **2.14 Other Regulations**

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

- b) Student who discontinues the course from the institution shall pay the college tuition fee and other fee for the entire course.
- c) The Students who delay the payment of fee beyond the due date are liable to pay the prescribed late fee. Students who still delay the payment after one month from the due date will not be allowed to attend the classes till the payment is made in full and the college will not be responsible for the lack of attendance.
- 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 etiquettes should be followed by all students.
- i) The college shall not be responsible for any accident or injury sustained by students who go on a trip without permission of the college authority.
- j) Student Counselling Cell: This cell is created to develop emotional quotient in students and to meet challenges with confidence, courage and integrity.

The kinds of issues student can discuss with the counsellor:

- i. Homesickness, loneliness, anxiety, depression

- ii. Problems with studies
- iii. Problems in relationships
- iv. Family problems.
- v. Eating disorders, drug or alcohol abuse.

### **Part - III**

#### **Officers Authorized to take Disciplinary Action**

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

1. Head of the Departments
2. Training & Placement Officer
3. Administrative Officer
4. Librarian
5. Physical Education Director
6. Any other person authorized by the Principal for the purpose.

1. Anybody violating the undertaking given at the time of admission will be expelled from the college.
2. Misconduct will not be tolerated and disciplinary action will be taken against students who are guilty of violating the policies and regulations of the college. Disciplinary action will be taken by the Principal after proper investigation.
3. Students shall refrain from any other act which may be considered by the Principal or the Disciplinary Committee to be an act of violation of discipline.
4. The following are considered as acts of indiscipline:
  - Persistently insubordinate.

- Habitually irregular in attendance or inattentive to work in the class.
  - Repeated or willfully mischievous or obscene in words or act.
  - Guilty of fraud or malpractice during examinations.
  - Indulging in movements which lead to communal ill feelings or enmity.
5. The rules of discipline are subject to change, modification, addition, omission or alteration and shall be modified, whenever the management deems it fit and proper. The management is empowered to make or alter any rule 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 reason 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 communication to parents.
  - c. Imposition of fine including collecting fines.
  - d. Recovery of pecuniary loss caused to college property.
  - e. Expulsion from the Department / Library for a specified period or for the whole term/year.
  - f. Refusal of admission in the specific term or academic year.
  - g. Cancellation of admission.
  - h. Suspension from the Class/Department/College.
  - i. Debarring from an examination.
  - j. Disqualifying from holding any representative position in the Class/College/ Hostel/Mess/Sports and in similar other bodies.

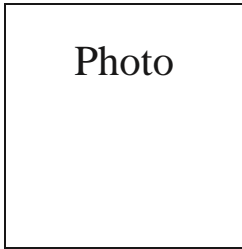
- k. Detention.
  - l. Expulsion from college for a specified period.
  - m. Disqualifying from further studies, or prohibition of further admission or re-admission.
  - n. Rustication.
8. As the Principal has the overall responsibility for the maintenance of discipline and proper academic atmosphere in the campus, he shall be the final authority in disposing of disciplinary matter without prejudice to the larger interest of the college.
  9. Matters not covered herein will be decided at the discretion of the Principal.
  10. All powers relating to discipline among the students are vested in the Principal. The Principal may delegate all or any of his powers as he deems proper to any of the officers of the College specified by him. The Principal's decision shall be 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

(Student Copy)



Photo

I \_\_\_\_\_ son/daughter of \_\_\_\_\_ admitted to Bachelor of Engineering Program in Coorg Institute of Technology in the year 2020-21, have carefully read the Student's 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

Signature of the Student

Date:

Date:

Phone:

Phone:

## Notes

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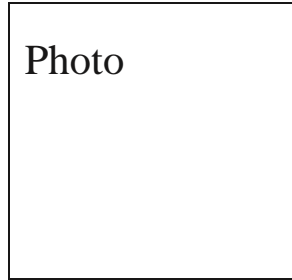
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**Student Acceptance**  
(College Copy)



I \_\_\_\_\_ son/daughter of \_\_\_\_\_ admitted to Bachelor of Engineering Program in Coorg Institute of Technology in the year 2020-21, have carefully read the Student's 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

Signature of the Student

Date:

Date:

Phone:

Phone:

<p><b>Anti-Ragging Committee</b></p> <p><b>Chairman, Principal</b></p> <p>CONVENOR: Asst. Prof: 961</p> <p><b>Members</b> 115545</p> <p>Dr. Gangadharappa D B, HOD, Maths- 9886758992</p> <p>Dr. Diwakar S S, HOD, ECE:9448721011</p> <p>Dr. Kavitha P C, E&amp;CE 9886669924</p> <p>Prof. Thimmaiah A G, HOD, ME- 8971231520</p> <p>Prof. Pramuk Ganapathy HOD, Civil – 9482133666</p> <p>Prof. Sowmya C T, HOD, CS&amp;E - 9483466576</p> <p>Prof. Anuradha P J, HOD Phy- 9632016813</p> <p>Mr. Kumar G N, Librarian 9611652574</p> <p><b>Student Welfare Officer</b></p> <p>Mr. Sujith N.S, Asst. Professor, ME - 9844525534</p> <p><b>Non-Teaching Staff</b></p> <p>Mr. Jagadish B.B, Office 9611155457</p>	<p><b>Important Numbers</b></p> <p><b>Emergency</b></p> <p>Police: 100</p> <p>Fire: 101</p> <p>Ambulance: 108</p> <p><b>College</b></p> <p>Office: 9611155457/9611173724</p> <p><b>Principal</b></p> <p>Office: 9611173724</p> <p><b>Anti-Ragging Committee</b></p> <p><b>Police Station</b> 08274-249044</p>
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