

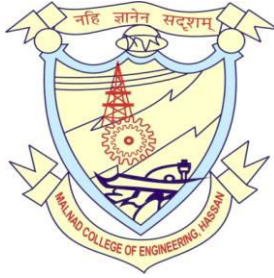
# MALNAD COLLEGE OF ENGINEERING

(An Autonomous Institution affiliated to VTU, Belagavi)

P.B. NO.21, HASSAN-573202, KARNATAKA, INDIA

STD: 08172-245093, FAX: 245683

[www.mcehassan.ac.in](http://www.mcehassan.ac.in) email:office@mcehassan.ac.in



## HAND BOOK 2016-2017

Name (Student/ Staff): .....

USN / Designation : .....

Department/ Branch : .....

Contact Telephone No. (LL)	:	
Mobile No.	:	
Driving License No.	:	
Bank Account Number	:	
Membership No.	:	
Blood Group	:	
Local address for Communication	:	

**IMPORTANT NOTE:** This book contains information for the academic year 2016-17

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**MALNAD COLLEGE OF ENGINEERING, HASSAN**  
**ACADEMIC SCHEDULE AND CALENDER OF EVENTS FOR ODD-  
SEMESTER:2016-2017**  
*(I, III, V and VII Sem. B.E. - Autonomous Programs)*

#	Event Particulars	Scheduled Dates
1.	Orientation Day for freshers	30.07.2016 (Sat)
2.	Graduation Day 2012-2016	31.07.2016 (Sun)
3.	Odd Semester Term: 2016-17(for 1 <sup>st</sup> year - 122 Days)	01.08.2016 (Mon) to 30.11.2016 (Wed)
4.	<i>Odd Semester Term: 2016-17 for III, V &amp; VII Sem. 08.08.2016 (Mon) to 30.11.2016 (Wed) - 115 Days</i>	
5.	Registration for I, III, V and VII Sem (including backlog courses)	08.08.2016 (Mon) to 11.08.2016(Thu)
6.	Registration with Penal fee Rs.500/-	12.08.2016 (Fri) to 16.08.2016 (Tue)
7.	Registration with Penal fee Rs.1000/-	17.08.2016 (Wed) to 20.08.2016 (Sat)
8.	Formation of Student Council	Before 13.08.2016 (Sat)
9.	Entry of CIE-I to Contineo Software	01.10.2016 (Sat)
10.	Continuous Internal Evaluation- I(CIE-I)	22.09.2016 (Thu) to 24.09.2016 (Sat)
11.	SAVISKAR (for 1 <sup>st</sup> year)	27.08.2016(Sat) & 28.08.2016(Sun)
12.	Continuous Internal Evaluation-II(CIE-II)	24.10.2016 (Mon) to 26.10.2016 (Wed)
13.	Entry of CIE-II to Contineo Software	05.11.2016 (Sat)
14.	Jambooree 2016	11.11.2016(Fri) to 13.11.2016(Sun)
15.	Department Level GRC Meeting(Academic issues)	19.11.2016 (Sat) at 11.30 AM
16.	Make up/Improvement CIE for eligible students	16.11.2016 (Wed) to 19.11.2016 (Sat)
17.	Faculty Evaluation by Students	23.11.2016 (Wed) to 26.11.2016 (Sat)
18.	Conduction of Practical CIE	21.11.2016 (Mon) to 26.11.2016 (Sat)
19.	Entry of Final CIE Marks(Both Theory & Practical)	30.11.2016 (Wed)
20.	Last Working Day(for students)	30.11.2016 (Wed)
21.	Submission and announcement of names of students at Department Notice boards with CIE < 20 Marks & Attendance < 85%	01.12.2016 (Thu)
22.	College Level GRC Meeting(Academic issues) (Attendance & other academic issues)	01.12.2016 (Thu) at 11.30AM
23.	Withdrawal of Course/s by eligible students	01.12.2016 (Thu) to 02.12.2016 (Fri)
24.	Examination preparation holidays	01.12.2016 (Thu) to 09.12.2016 (Fri)
25.	Withdrawal of Course/s by eligible students with a penal fee of Rs.500/- per course	03.12.2016 (Sat)
26.	Last Working Day(for faculty)	03.12.2016(Sat)

27.	Semester End Examinations (SEE)	10.12.2016 (Sat) to 24.12.2016 (Sat)
28.	Practical Examinations	26.12.2016 (Mon) to 31.12.2016(Sat)
29.	Declaration of Results of Odd Semester Examinations-2016-17: 04.01.2017 (Wed)	
30.	Even semester term: 2016-17 (106 Days)	09.01.2017 (Mon) to 28.04.2017 (Fri) (Tentative)
31.	Even semester examinations and Results	29.04.2017 (Sat) to 31.05.2017 (Wed) (Tentative)
32.	Supplementary Semester Term: 2016-17	03.06.2017 (Sat) to 07.08.2017 (Mon)
33.	Odd Semester Commencement: 2017-18 (Tentative)	01.08.2017 (Tue) (Tentative)
34.	Odd Semester Commencement: 2017-18 (Tentative) III, V and VII Sem.	08.08.2017 (Tue) (Tentative)

**Note:**

- a) *In case, the above scheduled events fall on a Holiday, then the same will be held in the following working day.*
- b) *No academic events are to be held during examination preparation holidays.*
- c) *The event details of even and supplementary semester terms will be announced at a later date.*

## Chairman's Message .....

**Sri. Ashok Haranahalli**  
**Hon. Chairman**  
Governing Council  
Malnad College of Engineering  
Hassan – 573202.



I welcome you all to M C E, Hassan. This hand book for the academic year 2016-17 will serve as a guide to familiarize you with your rights and responsibilities as a student of this college. It describes our services, rules & regulations, besides contains all other important information that will serve as a point of reference throughout your college years. **I take this opportunity to congratulate the faculty for improving the position from 25 to 21 in the Data-Quest ranking of Government technical institutions 2016.**

Malnad College of Engineering, Hassan, is one of the reputed Engineering Colleges in this part of our country. Its autonomous programs have a balanced and updated curriculum based on employment/ students need and demands. Recognizing that all the students do not have the same interests and abilities, the programs are varied and seek to provide all the students with the best possible education. Our activities offer many opportunities for an active participation. We encourage you to become active members of the various literary and other clubs, sports etc., that interest you. This is also a great way to make your college stay an everlasting experience and to cherish.

I wish you all the success.

**Sri.Ashok Haranahalli**

## Vice Chairman's Message ....

**Sri. B.R. Gurudev**  
**Hon. Vice Chairman**  
Governing Council  
Malnad College of Engineering  
Hassan – 573202.



Our mission is to enable the students to develop their individual potential by acquiring knowledge, skills and attitudes necessary to become successful Engineering professionals in the world today and tomorrow.

This helps the students to plan their academic career in the Institution and this leads to the success. Hard work and regular attendance is a must. The hand book 2016-2017 is intended to provide a brief and comprehensible overview of all the important issues regarding curriculum planning and information about our autonomous programs.

I take this opportunity to wish all the students a very useful career in the institution.

**Sri. B.R. Gurudev**

**Sri. R.T. Dyave Gowda**  
**Hon. Secretary**  
Governing Council  
Malnad College of Engineering  
Hassan – 573202.



The college is bringing out this information Hand book for the year 2016-2017.

I am happy to observe that this book is comprehensive and clear with regard to the structure, governance and rules of autonomous programs of the College. This hand book would be of great help for the students, faculty and staff of the college. I wish that all the students make the best use of this hand book.

**Sri.R.T.Dyave Gowda**

**Sri. R.Sheshagiri**  
**Hon. Treasurer**  
Governing Council  
Malnad College of Engineering  
Hassan – 573202.



I am happy to witness the continuous growth of our institution in imparting quality technical education to the students at this part of our country. It has culminated in getting autonomous status to all our UG programs since 2007. We have been identified as one of the premier institutions to implement TEQIP programs both during the phase I and Phase II.

Each year our students are kept abreast about the various procedural rules and regulations of the autonomous functioning of our programs through a hand book. This hand book 2016-2017, I am sure, will be a ready- reckoner in educating our students with regard to the academic regulations in detail that they are supposed to be aware of.

I wish all our student a grand success in all their endeavors.

**Sri.R.Sheshagiri**

## From the Principal's Desk:



*Hearty welcome to an Institute of 55 years of legacy imparting quality technical Education. An Autonomous Institution since 2007, the college is one among the leading technical Institutes in the country. **It is pleasure to mention that the institution improved the position from 25 to 21 in the Data-Quest ranking of Government technical institutions 2016.***

*The technical skill development & expansion of knowledge with state of the art facilities makes this Institute as one of the best among Autonomous Colleges. Our College is determined to retain this level of superiority already in command & improve further in every sphere of academic activities including research orientation & overall development of the students.*

*To face new challenges, active progress & to lead a successful life education is mandatory. Ever growing need of competitive skills demands a suitable platform, which is being given by qualified scholars & technocrats. The faculty posses a much diversified vision of turning the dreams of students into a concrete reality. Our focus is mainly on imparting quality education which enables the student to excel in other skills. The academic autonomy has created a platform to involve industry leaders, academics par excellence, R&D heads and all stake holders to strengthen the curricular & to produce quality engineers for today's need. It is a great opportunity for our students to empower themselves with the wings of knowledge & power of innovation & imbibe an attitude akin to practice & positive thinking caring concern for society & nature.*

*The Autonomous governance structure, rules & regulations, calendar of events & contact details of faculty & staff are printed in this handbook for your information & interaction. The academic planning for one academic year can be done in this book. **I Congratulate the effort put by former Dean (AA) Dr. H S Mohana in bringing out Hand Book 2016-17 in well structured with adequate information embedded.***

*I certainly foresee a great opportunity for the students of our College in this innovative world of technology. **Wishing you all the Best.***

**Dr. K.S.Jayantha**



**MEMBERS OF THE EXECUTIVE COUNCIL OF  
MALNAD TECHNICAL EDUCATION SOCIETY ®**

1.	<b>Sri Ashok Haranahalli</b> No.558, 1st Main Road, 3 <sup>rd</sup> Block, 2 <sup>nd</sup> Stage, Rajamahal Vilas Extension Bangalore-560 094.	2.	<b>Dr. D.B. Basave Gowda, B.A.LL.B, D.Litt.</b> No.460, 17th G Main 6th Cross, Koramangala Bangalore-560 095.
3.	<b>Sri B.R. Gurudev, Ex. M.L.C.</b> Coffee Planter, 'Gurukrupa' Shivakrupa Estate, Ballupet Sakleshpur Taluk.	4.	<b>Sri G.L. Mudde Gowda</b> D.No.889, 'Bharathi Nikethan' Ravindrangar Hassan-573 201.
5.	<b>Sri. H.A. Govindaraja Shetty</b> Anantha Nilaya Society Road Hassan – 573 201.	6.	<b>Sri. S.C. Siddaramappa</b> Mandy Merchant R.M.C. Yard, Arasikere Hassan – District.
7.	<b>Sri R.T. Dyave gowda</b> Advocate Ravindra Nagar Hassan – 573 201.	8.	<b>Sri. R. Sheshagiri</b> Auditor, M/s S.V. Gundurao & CO Vidya Bhavan, Bus Stand Road Hassan – 573 201.
9.	<b>Sri C.M. Thimmappa Gowda @ Puttaraju,</b> MIG-48, Kuvenpunagar, Hassan – 573 201.	10.	<b>Sri H.A.Venkataramu</b> Retired Engineer, No.1609 Shankarakrupa Northern Extension, Hassan -573 201.
11.	<b>Sri B.K. Manjunath</b> "Himasiri" Behind ramakrishna Vidyalaya K.R. Puram Hassan – 573 201.	12.	<b>Sri K.M. Shivanna,</b> 'Kenchamba', Sampige Road, K.R. Puram Hassan – 573 201.
13.	<b>Sri. H.D. Parswanath</b> H.P. Dharnappa & Sons Merchant, Santhepet Hassan-573201.	14.	<b>Dr. D.C. Aravind</b> S/o Late D.A. Chandre Gowda "Prashantha Nilaya" Ravindranagar, Hassan – 573 201.
15.	<b>Sri. G.T. Kumar</b> Ex. Municipal President K.R. Puram Hassan – 573 201.	16.	<b>Sri H.P. Nagendraiah,</b> Advocate Ravindranagar Hassan – 573 201.
17.	<b>Sri. M.S. Thammanna Gowda</b> P.W.D. Contractor Ravindra Nagar, Hassan – 573 201.	18.	<b>Sri. B.S. Gurunath,</b> Coffee Planter, No.931 K.R. Puram, Hassan – 573 201.
19.	<b>Sri C.S. Srikanta</b> C.Nanjappa & Sons, Cloth Merchants S.S. Complex, Subhash Sqaure Hassan – 573 201.	20.	<b>Sri. K.N. Gurappa</b> No. 8, coffee Planter, Belerakoppalu K.Hosakote Hobli, alur taluk Hassan District.

21.	<i>Sri. Chandrashekar Iyer</i> Advocate No. 942, 1 <sup>st</sup> Main Road, 2 <sup>nd</sup> Cross K.R. Puram Hassan – 573 201. <b>Director</b>	22.	<i>Sri. D.B. Hemantha Kumar</i> No. 302, 1-3, Srinivasa Shelters Apartment 3rd cross, 2nd stage, 28th main, B.T.M. Layout Bangalore – 560 076.
23.	<i>Sri. C.R. Jagadeesh,</i> S/o C.M. Rangegowda “Krupa Nilaya”, 1st Floor, Behind Chirst School, Ring Road, Vidya Nagar, Hassan – 573 201	24.	<i>Sri. B.N. Suresh</i> S/o Narasegowda No. 1129, 3 <sup>rd</sup> Cross Basattikoppal Hassan – 573 201.
25.	<i>Sri H.V. Thimme Gowda</i> Advocate, K.R. Puram K.R. Puram, Hassan – 573 201.		

### **EX – OFFICIO PERMANENT MEMBERS**

1.	<i>Principal</i> Malnad College of Engg., Hassan – 573 201.	2.	<i>Principal,</i> AVK. College for Women Hassan - 573201.
3.	<i>Principal</i> M. Krishna Law College Hassan – 573 201.	4.	<i>Principal,</i> MTES PU College for Women Hassan - 573201.
5	<i>The Deputy Commissioner</i> Hassan District Hassan – 573 201.	6.	<i>The President</i> City Municipality Hassan – 573 201.
7.	<i>The Director</i> Harannahalli Ramaswamy Institute of Higher Education Hassan – 573 201.	8.	<i>Sri. K.A. Krishna Swamy</i> Advocate K.R. Puram Hassan – 573 201.
9.	<i>Sri. A.G. Ramanath</i> Balaji Traders Main Road Pete, Arakalagudu Hassan		

**MEMBERS OF THE GOVERNING COUNCIL OF  
MALNAD COLLEGE OF ENGINEERING  
HASSAN**

<b>1.</b>	<p><b><i>Sri Ashok Haranahalli LLB.</i></b> Chairman, GC of MCE &amp; MTES@ No.558, 1<sup>st</sup> Main Road, 3<sup>rd</sup> Block 2<sup>nd</sup> Stage, Rajamahil Vilas Extension Bangalore-560 094. <b><i>Chairman</i></b></p>	<b>2.</b>	<p><b><i>Sri.B.R.Gurudev</i></b> Vice-Chairman, MCE Coffee Planter Ballupet@Post Sakleshpur Taluk Hassan District. <b><i>Vice-Chairman</i></b></p>
<b>3.</b>	<p><b><i>Sri R.T. Dyave gowda</i></b> Secretary, M.T.E.S. (R) Ravindra Nagar Hassan – 573 201. <b><i>Member</i></b></p>	<b>4.</b>	<p><b><i>Sri G.L. Mudde Gowda</i></b> Director, M.T.E.S.(R) D.No. 889, Bharathi Nikethan Ravindranagar, Hassan- 573 201. <b><i>Member</i></b></p>
<b>5.</b>	<p><b><i>Sri R. Sheshagiri</i></b> Treasurer, MTES @ Auditor, M/s S.V. Gundurao &amp; Co, Vidya Bhavan, Bus Stand Road, Hassan - 573 201. <b><i>Member</i></b></p>	<b>6.</b>	<p><b><i>Sri H.A. Venkataramu</i></b> Director, M.T.E.S.(R) Retired Engineer, No.1609 Shankarakrupa Northern Extension Hassan-573 201. <b><i>Permanent Invitee</i></b></p>
<b>7.</b>	<p><b><i>Sri H.D. Parswanath</i></b> HP Dharanappa &amp; Sons Merchant, Santhepet Hassan – 573 201. <b><i>Permanent Invitee</i></b></p>	<b>8.</b>	<p><b><i>Sri. G.T. Kumar</i></b> Ex. Municipal President K.R. Puram Hassan – 573 201. <b><i>Permanent Invitee</i></b></p>
<b>9.</b>	<p><b><i>The Director</i></b> Director of Technical Education Govt. of Karnataka, P.B. No. 5045, Palace Road, Bangalore – 560 001. <b><i>Member Ex-Officio</i></b></p>	<b>10.</b>	<p><b><i>Regional Director</i></b> AICTE South Western Regional Office Bangalore Univ. Campus, P.K. Block Palace Road, Bangalore – 560 009. <b><i>AICTE Nominee- Member Ex-officio</i></b></p>
<b>11.</b>	<p><b><i>Dr. K. Chidananda Gowda</i></b> Former Vice-chancellor of Kuvempu University, No.3004, “Udaya Ravi”, Kuvempu House, 5<sup>th</sup> Main, 12<sup>th</sup> Cross, Vani vilas puram, Mysore-570002. <b><i>VTU-Nominee</i></b></p>	<b>12.</b>	<p><b><i>Dr. Karisiddappa</i></b> Principal, Govt. Engineering College Dairy Circle, B.M. Road, Hassan-573201. <b><i>State Govt. Nominee</i></b></p>
<b>13.</b>	<p><b><i>Dr. K.S. Jayantha</i></b> Principal, <b><i>Member Secretary</i></b></p>	<b>14.</b>	<p><b><i>Dr. M.S. Raviprakash</i></b> Vice-Principal <b><i>Staff representative</i></b></p>

## List of Academic Council Members

1	<b>Dr. K. S. Jayantha – Chairman</b> Principal
<b>Internal Members</b>	
2	<b>Dr. M.S. Raviprakash,</b> Vice Principal, Dean(Admin) Professor, E & E Engg.
3.	<b>Dr. V.N.Narayan,</b> Dean(AA) , Professor, CS & Engg.,
4.	<b>Dr. K. Manjunath</b> Professor and Head, Dept. of Civil Engg.
5.	<b>Prof. Vijayvittal Bongale,</b> Professor and Head, Dept. of Mechanical Engg.
6.	<b>Dr. Vishwanath Hegde</b> Professor and Head, Dept. of E & E Engg.
7.	<b>Dr. B.R Sujatha</b> Professor and Head, Dept. of E & C Engg.
8.	<b>Dr. M.K. Ravishankar</b> Professor and Head, Dept. of Automobile Engg.
9.	<b>Dr.Y. Arunkumar</b> Professor and Head, Dept. of I & P Engg.
10.	<b>Dr. B. Ramesh</b> Professor and Head, Dept. of C S & Engg.
11.	<b>Dr. G. Shivakumar-</b> Member Secretary, Academic Council, Professor & Head Dept. of E & I Engg.
12.	<b>Dr. A. Geetha Kiran</b> Professor and Head, Dept. of IS & Engg.
13.	<b>Prof. H. Raghu</b> Professor and Head, Dept. of Mathematics.
14.	<b>Prof. H. Vijayaraghava</b> Professor and Head, Dept. of Physics.
15.	<b>Prof. K.N. Krishnakumar</b> Professor and Head, Dept. of Chemistry.
17	<b>Dr. Mohan Kumar Chavan</b> Associate Professor, Dept. of Civil Engg.
18.	<b>Prof. M. Murthy Mahadeva Naik</b> Associate Professor, Dept. of E & C Engg.
19.	<b>Prof. C.L. Triveni</b> Associate Professor, Dept. of E & C Engg.
	<b>Special Invitees</b>
20.	<b>Dr. K.P. Ravikumar,</b> Dean(Exams)
21.	<b>Dr. B. Uma,</b> Dean(SA)

22.	<b>Prof. H.V. Shashidhara</b> HOD, MCA
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**External from Industry and Education Sector**

**Dr. M. Narasimha Murthy**

Professor, Department of Computer Science & Automation,  
IISc, Bangalore-12

**Dr. G.C. Mohankumar**

Professor, Department of Mechanical Engineering  
National institute of Technology, Surathkal

**Dr. Narendranath Udupa**

Principal Scientist, Philips Innovation Campus , Bangalore

**Dr. V. Ramachandra**

Vice-President (Tech.), Ultra Tech Cement Ltd., Bangalore

**Dr. R Nagaraja**

Managing Director, PR&DC Ltd., Bangalore

**Dr. M.G. Venkateshmurthy**

Director, NDRK Institute of Technology, Hassan.

**Mr. S. Parameshwaran**

Director, MCF-ISRO, Hassan.

MALNAD TECHNICAL EDUCATION SOCIETY ®

HASSAN – 573202

**VISION**

To establish institutions of excellence and produce the best citizens who can contribute to global peace and prosperity

**MISSION**

- To contribute to the qualified manpower of the nation.
- To provide the best infrastructure and environment for quality education.
- To recruit and retain the finest faculty.
- To ensure enriching rewards to all stake-holders.
- To fulfill social obligations in all possible ways.

MALNAD COLLEGE OF ENGINEERING

HASSAN – 573202

**VISION**

To be an institute of excellence in engineering education and research, producing socially responsible professionals.

**MISSION**

1. Create conducive environment for learning and research
2. Establish industry and academia collaborations
3. Ensure professional and ethical values in all institutional endeavors

## MEMBERS OF FACULTY and STAFF

		Office	Resi / Mobile	Blood Group
1.	<b>Principal</b> Dr. K S Jayantha <i>M.Tech., Ph.D.</i> Professor, Dept. of Civil Engineering	264906	9448554445	A +
2.	<b>Vice – Principal &amp; Dean (Admin)</b> Dr. M. S. Raviprakash <i>M.Tech., Ph.D., FIE, MISTE,</i> Professor, Dept. of E&E Engg.	245627	9901922149	B +
3.	<b>Dean (Academic Affairs)</b> <b>Dr. V.N.Narayan,</b> <i>M.Tech., Ph.D</i> Professor, CS & Engg.,	-		
4.	<b>Dean (Exams)</b> Dr. K. P. Ravikumar, <i>M.Tech., Ph.D.,</i> Professor of Dept. of Automobile Engg.,	-	9448589177	B +
5.	<b>Dean (Student Affairs)</b> Dr. B. Uma,, <i>M.Tech., Ph.D.,</i> Associate Professor of Dept. of Computer Science & Engg., <a href="mailto:bu@mcehassan.ac.in">bu@mcehassan.ac.in</a>	-	9448066954	O +
6.	<b>Coordinator (Infrastructure Development)</b> Dr. K. Manjunath., <i>M.Tech., Ph.D.,</i> Professor & HOD in Civil Engg., <a href="mailto:kmnrrpur@gmail.com">kmnrrpur@gmail.com</a>	265785	9743071047	O +
7.	<b>Dean (Humanities and Sciences)</b> Dr. M.R. Rangaraju, <i>M.Sc., Ph.D.,</i> Professor of Dept. of Physics	-	9448792533	A +
8.	<b>Co-ordinator (Library &amp; Software Utilisation &amp; Monitoring)</b> Dr. B.R. Sujatha <i>M.E., Ph.D.,</i> Professor & Head Dept. of E&C Engg., <a href="mailto:brs@mcehassan.ac.in">brs@mcehassan.ac.in</a>	245235	9449319346	B +
9	<b>Co-ordinator (Liaison Office)</b> Dr. B. Ramesh <i>M.Tech, Ph.D., FIE,</i> Professor & HOD in CS & Engg., <a href="mailto:sanchara@gmail.com">sanchara@gmail.com</a>	254020	9448033872	O +
10.	<b>Dean (Research Programmes)</b> Dr. S. Pradeep <i>B.E., M.Sc. Engg., Ph.D.</i> Associate Professor <a href="mailto:spr@mcehassan.ac.in">spr@mcehassan.ac.in</a>	-	9740620519	-
11.	<b>Member Secretary (Acad.Council)</b> Dr. G. Shivakumar <i>M. Tech., PGD(HR) Ph.D, MISTE,</i> Professor & Head, Dept. of E&I Engg.	-	9448742111	O +

12.	<b>Network Administrator</b> Dr. H.S. Prabhakara <i>B.E., M.Tech.,(Ph.D.), FIE, MISTE, MCSI,</i> Professor, hsp@mcehassan.ac.in	245092	9448792404	B +
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8	Mr. Prathap H A, M.A., M.L.I.Sc., M.S.W. S.D.A.	-	9986025588	O+
9	Mrs. B.G. Prabhavathi M.A. Typist	-	8197242130	B+
10	Mr. G.S. Ranganatha Swamy (SSLC) Helper	-	8105405145	A-
11	Ms. B. Manjula , S.S.L.C Attender	-	8431190618	B+
12	Mr. Ashok Kumar C.S 7 <sup>th</sup> Peon	-	9972470440	O+
13	Mr. H.S. Deepak, PUC, Helper	-	9591618567	A+
14	Ms.M.D. Rajani, SSLC, Attender/ Helper	-	8453940030	B+
15	Nagarathna, 7 <sup>th</sup> Peon	-	8197926822	O+
<b>DEPARTMENT OF PHYSICAL EDUCATION</b>				
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2	Praveen Dsouza Diploma in fitness, ITI., Fitness Instructor, Praveendsouza2000@yahoo.com		9740585223	
<b>Technical Staff</b>				
3	Nagaraj S.T Life Guard		9482974415	

4	Devaraju Helper		9844783404	
5	Rangaswamy peon		8970318631	
6	Shivanna I L B.A., Attender		9481035264	
7	Ganesh T H Daily wages		9741626341	
8	Manju H N ITI., Daily wages manjudoco@gmail.com,		7411414447	

### OFFICE

1	Mr. H.N. Prakash, Asst. Administrative Officer (Incharge)	245689	9964827580	A+
2	Smt. C.D. Parvatham, Registrar (Incharge)	245063	9611626284	O+
3	Mr. J.G. Lokesha, B.A, (L.L.B), Superintendent	245186	9448414010	-
4	Mr. Sangameshaiah, B.Com, Superintendent	262162	9448033914	O+
5	Mr. P. Devaraju, B.Com, Superintendent	-	9449887823	-
6	Mr.H.Manjunath,M.Com, Accountant/ Superintendent hmanjumce@gmail.com	-	9844189684	O+
7	Smt. Kumuda H.R. B.A, F.D.A.	-	9448077010	-
8	Mr. B.R. Ravi, B.Sc., F.D.A. ravibr.hsn@gmail.com	-	9449644254	B+
9	Mr. J.H. Gururaj, PUC, F.D.A.	-		-
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11	Mr. M.S. Krishna Kumar,	-	9448005979	A+

	B.A., F.D.A.			
12	Mr. Raviprakash, B.A. F.D.A.	-	9740288318	B+
13	Mr. N.H. Malleshappa, B.A. F.D.A.	246059	9480546562	O+
14	Mr. Mallikarjuna, F.D.A.	246768	9449652990	A+
15	Mr. D.H. Devaraju, F.D.A.	-	9449371936	B+
16	Mr. Yoganna, M.A., F.D.A.	-	9731869656	B+
17	Mr. R. Raghu Prasad, F.D.A.	-	9844046197	O-
18	Mr. Shiva Kumar Swamy, B.A. F.D.A. kattayashivakumar@gmail.com	-	9448220850	B+
19	Mr. Shivappa Nayaka G H B.Ed., M.Li.Sc., FDA	-	8748862653	O+
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21	Smt. M.H. Pallavi, S.D.A.	-	9632315013	O+
22	Mr. M.R. Sreenivasamurthy, S.D.A	-	9019843199	O+
23	Veena H G, S.D.A	-	9845730390	AB+
24	H.M. Madakarinarayaka, S.D.A	-	9448048485	B+
25	Mr.H V Pradeepa B.A., S.D.A	-	9743237608	O+
26	B.R. Divakar, ITI, (PUC), S.D.A.	-	9901848282	O+
27	Mr.K.V.Shivaram S.D.A	-	9844582981	-
28	G.N. Devaraju,S.D.A	-	9448171195	O+
29	Smt. Indira, B.A., S.D.A.	-	8710907163	AB+
30	H.P. Hemesh Kumar, S.D.A	-	9611232653	B+
31	Mr. K.N. Veeresh, M.A, Stenographer, veeru_examnce@rediffmail.com	-	9480583299	A+
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33	Smt. Shaheeda Begum, B.A, Data Processing Asst shayeedahsn@gmail.com	-	8892678968	O+
34	Smt. S. Madhu, Dip. in MOP(E), B.Com., Data processing Asst madhu_hsn@rediffmail.com	-	9481114849	A+
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36	Geetha H.M. Office Assistant		8746868739	O+
37	Mr. H.S. Sathya Sayi Eswara PGDCA, M.Sc(IT) ,M.Phil , Foreman/ Programmer sathya_hss@yahoo.com		9980274537	O+
38	Smt. R.T Vani, Dip. CS&E, Operator	-		
39	Mr. Nagendra D N, Asst. Instructor	-		-
40	Mr. B.M. Ravikumar, Mechanic	-		-
41	Ramesh H.C, Mechanic	-	9964037120	O+
42	S. Shylaja, SSLC Helper	-	9742113732	B+
43	Chandrakala, B.A., Helper	-	9483689391	

44	H.C. Jayarama, Helper/Driver	-		-
45	Mr.K L Jayaramgowra, Driver	-		-
46	P. Kanthammal, Peon	-	8904095505	O+
47	Mr.K.Manjunath, Peon	245361	9972149844	O+
48	Mr. Chikkegowda, Peon	-	-	A+
49	Kallaiah, Peon			
50	Mr. Gangadhara. B.A. B.Ed., Assistant/Helper	-	9886003455	B+
51	Kiran M B, Helper	-	9036441124	A+
52	Chaitra.K, Peon	-	-	-
53	Yashodamma, Peon		903624929	
54	Meenakshi, Peon			
55	Anil Kumar R N, Attender	-	9844988756	B+
56	K. Mahesha, Helper		9886960520	O+
57	H.J.Chandrashekar, Helper	-	-	-
58	Mr. Rangaswamy S.R, Driver	-		-
<b>TEQIP</b>				
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<b>Technical Staff</b>				
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<b>DEPARTMENT OF TRAINING &amp; PLACEMENT</b>				
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<b>Technical Staff</b>				
1	D.N. Dharma, Mechanic	-	9845825466	O+
2	A.R. Guruswamy Gowda, Helper	-	9008145583	A+
3.	Vijayalakshmi, Attender		7022859668	
<b>NETWORK CONTROL CENTRE</b>				
1	Dr. H. S. Prabhakara M.Tech., Ph.D., FIE, MISTE, MCSI, Network Administrator		9448792404	B+
<b>Technical Staff</b>				

1	B.R. Kumarswamy M.A. Helper		9844994383	B+
2.	K. Anandaraman P.U.C. Helper		8861926417	A+
<b>GARDEN COMMITTEE</b>				
1	K.V. Shivaramu, S.D.A. Supervisor		9844582981	
<b>Supporting Staff</b>				
1.	Lakshmi K.			
2.	Sharada K.			
3.	Lakshamma			
4.	Doreswamy			
5.	Krishnashetty			
6.	Gowramma			
7.	Yashodhamma			
8.	Meenakshamma			
9.	Savithamma			
10.	Vijayalakshmi			
11.	Pallavi			
12.	Ramachandra			
13.	Suma			
14.	Kavitha			
15.	Jayamma			
16.	Gayathamma			
17.	Manju			
18.	Prasanna			
19.	Manjulamma			
20.	Nethravathi			
21.	Shivamma			
22.	Krishna D			
23.	Karunakara			
24.	Satish Kumar			

25.	Ganesha			
26.	Manju			
27.	Vinay Kumar			
28.	Rangaswamy		7760664842	B+

## AUTONOMY GOVERNANCE STRUCTURE

The following governance structure shall be constituted to implement and monitor the academic autonomy.

### Board of Governors (BOG)

#### Constitution of BOG

<i>Category</i>	<i>Nature</i>
<i>Members of Management (5 No.)</i>	Nominated by the trust or management as per the constitution or byelaws, with the Chairperson of the Governing Council as the Chairperson
<i>Teachers of the College (2 No.)</i>	Nominated by the Principal based on seniority and on rotation basis.
<i>Educationist/ Industrialist (1 No.)</i>	Nominated by the Management.
<i>Commission Nominee (1 No.)</i>	Nominated by the Commission.
<i>Council Nominee (1 No.)</i>	Nominated by the Council.
<i>State Government Nominee (1 No.)</i>	Academician not below the rank of Professor or State Government official of the DTE/ State Council of Higher Education, nominated by the State Government.
<i>University Nominee (1 No.)</i>	Nominated by the University.
<i>Principal of the College</i>	Ex-officio Member Secretary.

*The sitting members of BOG are as under:*

<b>1.</b>	<b>Sri Ashok Haranahalli</b> , Hon. Chairman, GC of MCE & MTES®, No.558, 1 <sup>st</sup> Main Road, 3 <sup>rd</sup> Block, 2 <sup>nd</sup> Stage, Rajamahal Vilas Extension, Bangalore-560 094.
<b>2.</b>	<b>Sri. B.R. Gurudev</b> , Hon. Vice Chairman Malnad College of Engg.,Coffee Planter, 'Gurukrupa' Shivakrupa Estate, Ballupet.,Sakleshpur Taluk.
<b>3.</b>	<b>Sri. R.T. Dyave gowda</b> , Hon. Secretary, M.T.E.S. (R), Advocate, Ravindrangar Hassan-573201.
<b>4.</b>	<b>Sri R. Sheshagiri</b> Treasurer, MTES ® Auditor, M/s S.V. Gundurao & Co, Vidya Bhavan, Bus Stand Road, Hassan – 573 201
<b>5.</b>	<b>Dr. D.C. Aravind</b> Director MTES ® S/o Late D.A. Chandre Gowda, "Prashantha Nilaya" Ravindranagar, Hassan.
<b>6.</b>	<b>Dr. Rangaraju. K.G.</b> , 102, Rajalaxmi Apartment, 24 <sup>th</sup> Main,



	J.P.Nagar, 6 <sup>th</sup> Phase, Bangalore-560 078.
7.	<b>Dr. K. Chidananda Gowda</b> , Former Vice-chancellor of Kuvempu University, No.3004, “Udaya Ravi”, Kuvempu House, 5 <sup>th</sup> Main, 12 <sup>th</sup> Cross, Vanivilas puram, Mysore-570 002.
8.	<b>Sri.Shashi Bhushan</b> , Chief Innovation Evangelist, Corporate Technology Office, Tata Consultancy Services, SJM Towers, 18 Sheshadri Road, Gandhinagar Bangalore-9
9.	<b>Dr.H.S.Srinivas</b> , Former Principal, VJTI, Bombay
10.	<b>Dr. Karisiddappa</b> , Principal, Govt. Engineering College, Hassan - Ex. Officio Member.
11.	<b>Dr. K.S. Jayantha</b> , Principal, MCE, Hassan.
12.	<b>Dr. M.S. Raviprakash</b> a, Vice Principal, Dean (Administration) & Professor, Dept. of E&E Engg., MCE, Hassan.
13.	<b>Dr.V N Narayana</b> , Dean (A.A.) & Professor, Dept. of CS&Engg., MCE, Hassan.
14.	<b>Dr. K.P. Ravikumar</b> , Dean(Exams) & Associate Professor, Dept. of Automobile Engg., MCE, Hassan. ( <i>Invitee</i> )
15.	<b>Dr. B. Uma</b> , Dean (SA), Associate Professor, Dept. of Computer Science & Engg, MCE, Hassan. ( <i>Invitee</i> )
16.	<b>Dr. G. Shivakumar</b> , Member Secretary (AC) and Associate Professor, Dept. of E&I Engg., Hassan. ( <i>Invitee</i> )

**Meetings:** The member secretary shall, with the approval of the Chairman convene the meeting of the BOG at least once a year and such other occasions as may be necessary. The member secretary shall, with the approval of the Chairman prepare the agenda for the meeting. Quorum for the meeting shall be seven members. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum upto half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

**Term of the members:** Two years, except for the Commission/ Council nominees. When a vacancy arises, the Chairperson of the Governing Council can appoint a new member.

**The functions of BOG are to:**

- Adopt the fee/other charges payable by students of the college as fixed by the Government/ University from time to time.

- Accept endowments, institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendation of Academic Council.
- Approve the institution of new programmes of study in the College with the concurrence of University leading to degrees and/or diplomas.
- Lay down service conditions, emoluments as per the council norms, traveling allowances for teaching and non-teaching staff in the college, consistent with the University statutes/ ordinances/ regulations/ rules and State Government provisions.
- Lay down procedures for selection/ recruitment of teaching, non-teaching staff and to appoint the same in the college, consistent with University/ Council statutes/ ordinances/ regulations/ rules and State Government provisions.
- Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/ procedure laid down in this regard.
- Invest (any money belonging to the College) in approved securities, as it shall from time to time, think fit or in the purchase of immovable property.
- Transfer or accept transfer of any movable or immovable property of the College.
- Entertain, adjudicate upon and if thought fit, constitute a committee to advise and/or to recommend Redressal of the Grievances of the members/ staff of the College.
- Delegate administrative and financial powers to the Principal and other functionaries in the College for smooth functioning.
- Approve the Annual Report of the College, perform such other functions, constitute committees as may be necessary and deemed fit for the proper development and fulfill objectives for which the College has been established.

**Academic Council (AC)** - constituted as per the norms stipulated by the University.

***Constitution of Academic Council (AC)***

***Chairman:*** Principal

***Members:*** All Heads of the Department, four teachers of College representing different levels of teaching staff by rotation on the basis of seniority of service in the college to be nominated by the Principal, not less than four experts from outside the college representing such areas as industry, research & development laboratories, and technical education to be nominated by the BOG, three nominees of the University.

*Member Secretary:* A senior faculty member nominated by Principal.

The term of all such nominated members shall be two years.

**Meetings:** The member secretary shall, with the approval of the Principal, prepare the agenda and convene the meeting of the AC, at least once a year and on such other occasions as may be necessary. One half of the members shall constitute the quorum. However, if there is no quorum for the meeting convened upto half an hour, then the meeting shall stand adjourned to a next convenient day fixed. In the adjourned meeting, if there is no quorum upto half an hour, the members present shall themselves constitute the quorum and conduct the meeting.

*The functions of Academic Council are to:*

- Scrutinize and approve the proposals of the Boards of Studies with regard to programs of studies, academic regulations, curricula, scheme, syllabi and modifications there of, instructional and evaluation arrangements, methods, procedure relevant thereto etc. If AC differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Adopt regulations regarding the admission of students consistent with the University/Government norms for different programs of study in the College.
- Frame regulations consistent with the University norms to conduct examinations and initiate measures for improving the quality of teaching, students' evaluation and students' advisory system in the College.
- Approve the list of successful candidates for the award of degree certificate.
- Make regulations for sports, extra curricular activities and proper maintenance of the playgrounds and hostels.
- Recommend to the BOG the proposal for instituting new program(s) of study.
- Make recommendations to BOG regarding the institution of scholarships, studentships, fellowships, prizes and medals and to frame regulations for the award of the same.
- Make recommendations to the BOG on issues related to academic affairs.

- Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- Perform such other functions as may be assigned to it by the BOG of the institute.

### **Dean Academic Affairs - Dean (AA)**

#### ***The functions of Dean (AA) are:***

- Implementation of all decisions taken on academic matters by AC.
- Registration of students, and maintenance of academic records of students.
- Be responsible for all the matters connected to students' academic activities.
- To receive, process and maintain all records pertaining to undergraduate program including curricula, courses offered, academic calendar, registration, records of long leave and examinations.
- Disseminate information related to all academic matters by issuing necessary circulars.
- To act as a channel of communication between students, faculty, departments and DAC.
- To conduct faculty appraisal by the students and report the results to the Principal for follow-up action.

### **Dean - Student Affairs: Dean (SA)**

#### ***The functions of Dean (SA) include:***

- Monitoring the proctorial system.
- Issuing ID cards, authorize Railway/Bus concession certificates to the students.
- Having liaison with the University regarding the issue of migration and other certificates.
- Taking care of the general welfare of students.  
Addressing all student related problems and disciplinary matters.  
Registration of first year students.  
Monitoring first year UG program and humanities science courses.

### **Dean(Exams)**

#### ***The functions of DEAN(EXAMS) include:***

- Monitoring all matters pertaining to conduct of CIEs, SEEs, evaluations and grading, publication of results and printing of grade cards (CIEs for first year students to be centrally conducted by DEAN(EXAMS) and for senior classes, CIEs to be conducted by

HODs as per the time table announced by the DEAN (A.A.)/DEAN(EXAMS)).

- Preparing timetable of CIEs for first year programme and all SEEs, in consultation with Dean (AA).
- Maintaining the examination records of students.
- Corresponding with VTU regarding award of degree to students.

### **Malpractice Enquiry Committee (MEC)**

#### ***Constitution of Malpractice Enquiry Committee***

Chairman:	Chief Superintendent of Examination or his Nominee
Convener:	Dean(Exams)
Members:	Dean(AA), Dean(SA), Concerned HOD, and Faculty nominated by Chairman

#### ***The functions of MEC are to:***

- Conduct enquiry of students involved in malpractice.
- Deliberate and decide on the quantum of punishment depending upon the gravity of the offence (The general punishment for all cases of malpractice, in SEE's - theory or practical examinations, shall be: awarding of F grade in the corresponding course, denial of permission to take up the immediate make up SEE, allowing the student to re-register for the same semester only during the next year, i.e., after a break of one year, etc.).

### **Grievance Redressal Committee (GRC)**

#### ***Constitution of GRC:***

Chairman:	Principal or his Nominee
Convener:	Dean(AA)
Members:	DEAN(EXAMS), Dean (SA), and Concerned HOD

#### ***The functions of GRC are to:***

- Receive written requests/complaints from students regarding any kind of academic grievances, deliberate and suggest appropriate remedies in genuine cases.
- Recommend for implementation, modification of grades, if any, through proper mechanism.
- Conduct enquiry of students involved in malpractice in CIEs, deliberate and decide on the quantum of punishment.

### **Equivalence Committee (EC)**

<i>Chairman:</i>	<i>Principal or his Nominee.</i>
<b>Members:</b>	Vice-Principal, Dean (AA), HOD, Senior faculty nominated by the Principal

EC shall decide the number of credits and grade points to be awarded, for the courses studied earlier, to the students from non-autonomous programs.

### **Standing Disciplinary Action Committee (SDAC)**

<i>Chairman:</i>	<i>Principal or his Nominee.</i>
<b>Members:</b>	Dean (SA), Concerned HOD, Two Faculty/Officials nominated by the Chairman

SDAC shall investigate the details of the violation of discipline including ragging and recommend suitable disciplinary action.

### **Campus Disciplinary Committee (CDC)**

<i>Chairman:</i>	<i>Principal or his Nominee.</i>
<b>Members:</b>	Dean (SA), Concerned HOD, Faculty/Officials nominated by the Chairman

CDC shall investigate the details of the violation of campus discipline and recommend suitable disciplinary action.

### **Parents Relations Centre (PRC)**

As per the Notification of the Visvesvaraya Technological University, Ref. VTU/ ACA-Circulars/ 2014-2015/8009 dated 21st Oct. 2014, Parent Relation Centre has been established in the institution. The objectives of this centre is to find out the problems faced by the students and to strengthen the student support system by organizing Parents meet as part of Parents-Institution Interactions. In this regard the role of the parent is very important in guiding and monitoring the progress of their wards. The purview of the Parents meet shall be pertaining to the academic issues, ways and means to lower the dropout rate, to incorporate parents views and suggestions in relevant matters like facilities in the campus and hostels and to deliberate on important issues pertaining to the welfare of the students. The Parents meet will be conducted once in every semester

Conveners

1. Dr. Y. Arun Kumar
2. Mrs. Sumana Jayaprakash

## **Internal BOS /Department Academic Committee (DAC):**

### ***Constitution of DAC:***

<i>Chairman:</i>	<i>Head of the Department</i>
<i>Members:</i>	Minimum four faculty members at different levels nominated by the HOD

### ***The functions of Internal BOS /DAC are:***

- Monitor conduct of courses offered by the department
- Ensure academic standards and excellence of the courses offered by the department
- Oversee evaluation of each course offered
- Recommend modifications in the curriculum to the BOS
- Help Dean (AA) in the registration of all departmental subjects and preparation of academic calendar.

## **Board of Studies (BOS)**

### **Functions of BOS:**

- Prepare syllabi for various courses keeping in view the objectives of the College, interest of the stake holders, and State/National requirements for the considerations and approval of the AC.
- Suggest methodologies for innovative teaching and evaluation techniques
- Suggest panel of experts to AC for appointment of examiners
- Coordinate research, teaching, extension and other academic activities in the departments.
- Any other function that may be assigned by the AC.

### ***Constitution of BOS***

<i>Chairman:</i>	<i>Head of the Department</i>
<i>Members:</i>	<ol style="list-style-type: none"><li>1. At least five faculty members at different levels covering different specializations.</li><li>2. Two experts in the programme from outside the college, to be nominated by Academic Council.</li><li>3. One expert from outside the College nominated by the Vice Chancellor from a panel of six recommended by Principal.</li><li>4. One representative from industry/corporate sector/allied area relating to placement to be nominated by the AC.</li><li>5. One postgraduate meritorious alumnus to be nominated by Principal as member.</li></ol>

Co-opted members:

*Chairman co-opts the following members:*

1. Experts from outside the College whenever special subjects of studies are to be formulated.
2. Other members of the faculty of the same department

## **Board of Examiners (BOE)**

### ***Constitution of BOE***

<i>Chairman</i>	<i>Head of the Department.</i>
Members	All the members of DAC and two experts from other Institutions.

### ***The functions of BOE are to:***

- Scrutinize the question papers.
- Forward the panel of examiners for each course to the Dean(Exams) in consultation with the Principal.
- Plan and conduct the CIEs and quizzes.
- Assist Dean(Exams) in conducting the SEEs.

## **Faculty Advisors (FA)**

To effectively guide students in academic, co-curricular and extra-curricular activities and achieve career goals, each student shall be assigned a **Faculty Advisor**. Each Faculty Advisor may be assigned up to twenty students. The FA shall continuously interact with the students through scheduled and informal meetings. The FA shall:

1. Assist, mentor, guide, advise and counsel the students in matters relating to academics, co-curricular and extra-curricular activities, career planning and personality development,
2. Monitor the students' performance and progress,
3. Based on available data, identify students' strengths and weaknesses and work with them to overcome their weaknesses and reinforce their strengths, and
4. Communicate with the parents/ guardians regarding the performance and progress of the students.

## **Course Faculty (CF)**

The CF shall perform the following functions:

1. Follow all regulations relating to teaching of a course and evaluation of students.
2. Be responsible for all records such as course registration, answer books, attendance of the students registered for the course taught.



3. Conduct classes/ Laboratories/ Practical's as prescribed in the academic calendar and Time Table.
4. Distribute the Lesson Plan, Evaluation Plan together with the objectives of the course and reference materials at the beginning of the course
5. Conduct the CIEs for the course
6. Document the students' performance and announce the results of CIE as stipulated in the regulations.
7. Report to the HOD on a regular basis the progress of the course and the cases of poor performance and low attendance that may result in an "F" grade at the end of the course.
8. The Course Faculty may also advise/counsel such students and assist them in improving their performance and avail the facilities such as withdrawal from the course.

### **Course Coordinator (CC)**

Courses which are taught by more than one Course Faculty and courses which are taught to more than one class/ section shall have a Course Coordinator appointed by the HOD of the teaching department. The CC shall have the following responsibilities:

1. Coordinate amongst all the CFs teaching the course regarding progress of classes, synchronize coverage of topics and set or arrange to set question papers for CIEs.
2. Coordinate with CFs to decide the scheme of evaluation of CIEs.

## **RULES AND REGULATIONS:**

### **1 DEFINITIONS (unless the context otherwise requires):**

<b>College/ MCE</b>	Malnad College of Engineering (Hassan, Karnataka, India)
<b>BOG</b>	Board of Governors
<b>AC</b>	Academic Council of the college
<b>BOS</b>	Board of Studies
<b>BOE</b>	Board of Examiners
<b>MEC</b>	Malpractice Enquiry Committee
<b>GRC</b>	Grievance Redressal Committee
<b>SDAC</b>	Standing Disciplinary Action Committee
<b>Principal</b>	Principal of the college
<b>Dean (A.A.)</b>	Dean Academic Affairs
<b>Dean (S.A.)</b>	Dean Students' Affairs
<b>DEAN(EXAMS)</b>	Controller of Examinations
<b>CET</b>	Common Entrance Test (conducted by Government of

	Karnataka)
<b>Course</b>	A specific subject identified by its course-number and course- title with a specified syllabus along with a set of references offered during a specific academic-session/semester
<b>Curriculum</b>	The set of academic regulations, course-structure and course contents
<b>HOD</b>	Head of the Department
<b>DAC</b>	Department Academic Committee/Internal BOS
<b>FA</b>	Faculty Adviser
<b>CF</b>	Course Faculty
<b>CC</b>	Course Coordinator
<b>Department</b>	Department that offers the degree program the student has enrolled for
<b>Project Guide</b>	Faculty who guides the project of the student(s)
<b>Regulations</b>	Set of governing rules
<b>University/ VTU</b>	Visvesvaraya Technological University , Belagavi
<b>CGPA</b>	Cumulative Grade Point Average of a student
<b>SGPA</b>	Semester Grade Point Average of a student
<b>CIE</b>	Continuous Internal Evaluation
<b>SEE</b>	Semester End Examination
<b>EC</b>	Equivalence Committee
<b>PDC</b>	Provisional Degree Certificate
<b>CDC</b>	Campus Disciplinary Committee
<b>PRC</b>	Parents Relations Centre

## 2 TITLE AND DURATION OF THE PROGRAM

2.1 **The Program** shall be called a Degree Course in Bachelor of Engineering (B.E.).

2.2 **The normal duration of the program** shall be four academic years. However, the maximum duration for the B.E. program shall be eight years from the date of first registration, which includes the period of withdrawal, absence and different kinds of leave permissible to a student.

An academic year of 52 weeks consists of two semesters each of 20 weeks duration and a supplementary semester of 8 weeks duration, excluding 4 weeks of vacation.

2.3 **Academic Calendar**: The Academic calendar for each year, which clearly indicates the dates of registration, CIE, SEE, semester vacation, etc. be prepared by the Dean(AA) and it shall consist of the

schedule of academic activities of one complete academic year and shall be notified at least two weeks before the commencement of the academic year. The calendar of events in respect of each academic session shall be fixed by the college from time to time.

Activities in each semester include course registration, Continuous Internal Evaluation (CIE) consisting of quiz's, tests, seminars/ assignments/ term-papers/ mini-projects, Semester End Examination (SEE), evaluation, finalization of grades and end semester vacation. The supplementary term, a fast track to help the students to make-up for credits of previous semesters, shall be of ten weeks duration including course registration, CIE, SEE, evaluation, finalization of grades and end semester vacation.

*The overall schedule of an academic year, in general, shall be as follows:*

Odd Semester	20 weeks
Vacation	02 weeks
Even Semester	20 weeks
Vacation	02 weeks
Supplementary Semester/Vacation	08 weeks
<b>Total:</b>	<b>52 weeks</b>

**2.3.1 Odd and Even Semesters:** *The schedule for the Odd and Even semesters shall be as follows:*

- *Registration* ..... First 3 days of the semester
- *Course Work* ..... 15 ½ weeks
- *Exam Preparation + Examinations* ..... 4 weeks
- *Declaration of Results* ..... ½ week

**Total 20 weeks**

**2.3.2 Supplementary Semesters:** The supplementary Semester is conducted once at the end of even semesters *during each academic year*. The registrants of supplementary term shall fulfill CIE criteria afresh and attendance criteria if not satisfied earlier for taking SEE. *The schedule of supplementary semester shall be as under:*

- *Registration*..... First day of the sup. semester
- *Course Work*..... 6½ weeks
- *Exam Preparation, Examinations and Declaration of Results*..... 1½ weeks

**Total 8 weeks**

**2.4** Co-curricular and extra-curricular activities shall not affect the activities stipulated in the Academic Calendar.

- 2.5 Under circumstances where teaching days are declared as holidays or when classes get suspended, for whatever reasons, make-up classes for such lost days shall be held on Saturdays/ Sundays with prior announcements.
- 2.6 Under special circumstances, students are permitted to register up to 26 credits having satisfied attendance criteria (18+4+4) with the permission of respective HOD and Dean (AA)/Dean (exams). In such cases, complaint regarding overlapping of examination will not be entertained.

### 3 REGISTRATION

- 3.1 **Registration** A student shall register in person at the beginning of each semester on the prescribed dates, by filling out the Registration Form and paying all stipulated fees. The student shall consult the concerned Faculty Advisor in choosing the courses to be registered.
- 3.2 **Late Registration** Late registration after the announced registration dates may be permitted only for valid reasons and on payment of a late registration fee. In any case, registration must be completed before the prescribed last date for late registration. These dates shall be mentioned in the academic calendar.
- 3.3 **Registration in Absentia** Registration in absentia may be allowed only in rare cases at the discretion of the Dean (AA), in case of illness or other contingencies.
- 3.4 **Eligibility for Registration** To be eligible to register for a higher semester, the student must have earned the required number of credits and CGPA as stipulated for vertical movement, as per rule 6.3.2 given next.
- 3.5 **Minimum and Maximum Number of Credits:** A student shall register for a minimum of 20 and a maximum of 30 credits in each semester. However, the average number of credits to be registered is recommended to be 25.
- 3.6 **Registration for Supplementary Semester:**

The following requirements are to be satisfied:

A student can register for any number of subjects (Theory or lab), but limited to a maximum of 16 credits (18 credits in case if 5 credit courses of first year are included),

Registrants should pay the prescribed fee for attending classes and subsequent CIE, SEE, as applicable, within the due date

In case of courses for which attendance is to be satisfied by the registrants and hence the classes are to be attended, there should be a minimum of 4-5 registrant-students for such courses,

In case of courses for which attendance is not to be satisfied by the registrants and hence the classes are not to be attended, there is no such constraint of minimum registrants.

In case a student clears a course in revaluation/ make up examination, then the fee paid towards the registration of such supplementary semester courses will be refunded to all such students subject to the prevailing rules. However, not affecting the schedule of events and overlapping.

#### **4 ATTENDANCE REQUIREMENTS AND WITHDRAWAL FROM COURSES.**

**4.1 Attendance Requirements:** A minimum of 85 percent attendance is compulsory in each course. However, in extra-ordinary circumstances such as illness, participation in University level co-curricular/ extra-curricular activities and participation in other academic activities such as seminars/ workshops/ presentation of papers in conferences, etc. with prior permission, **a maximum of 10%** attendance may be condoned by the Principal on the specific recommendation by GRC.

(i) If a student does not fulfill the minimum requirement of attendance in a course, the student shall be awarded an **F Grade** in that course and shall repeat the course in its entirety either in the supplementary semester or in a subsequent semester whenever the course is offered.

(ii) A student shall keep track of the attendance status regularly. A student having shortage of attendance in any course(s) can withdraw from such course(s) within a stipulated time. Otherwise for such courses result will be declared as F Grade.

**4.2 Withdrawal from Courses:** *There is no provision for dropping of any of the registered courses under any circumstances.* However, a student with poor CIE performance (less than 40% marks) in some course(s) can **withdraw** from such course(s) (retaining the minimum credits specified as per rule 3.5), before the prescribed date (but not later than two weeks before the commencement of SEE).

*(i) Accordingly, a student having shortage of Attendance and/or poor performance in CIE can withdraw from such a course(s). Such a student shall submit a written application to the principal duly signed by the student with complete academic details and recommended by the concerned course coordinator, course faculty,*

faculty advisor and the Head of the Department before the stipulated date.

(ii) The withdrawal of a course is allowed only once at any level, only if the total credits registered are more than 20 in a given semester even after availing such a facility.

(iii) A student having poor performance in CIE or shortage of attendance in any of 5 credit courses of the program (EE103/203, EC103/203), can withdraw from such courses, **not restricted by the minimum no. of credits specified as per rule 3.5**, before the prescribed date.

(iv) In case of withdrawal(s) as above, the student shall be awarded **W Grade** (see 6.4) for such course(s). Such a withdrawal **will not affect the SGPA/ CGPA**. The student shall re-register for such course(s) either in the supplementary semester or in a subsequent semester whenever the course(s) is offered, as per the criteria next.

(v) If a student **withdraws** from a registered course with satisfactory attendance, the course shall be treated as a backlog course and the student shall earn CIE marks afresh, whenever the course is offered and then appear for the relevant SEE. **Under any circumstances, the backlog courses are not permitted to be withdrawn.**

(vi) If a student **withdraws** from a registered course without the satisfactory attendance, the student shall re-register for the course again whenever the course is offered, **attend classes again regularly** and earn attendance, CIE marks afresh and then appear for the relevant SEE.

**4.3 Dropping of courses:** the students are permitted to drop the courses on or before CIE-I of the respective semester schedule, satisfying minimum number of credits criteria (20 credits). Further, such students are permitted to register for the course, whenever it is offered (if it is core course) or student can register for same elective/different elective offered during the subsequent academic semester/year.

## **5 EVALUATION SYSTEM**

A student needs to earn a total of exactly 200 credits for the award of the degree. The student accumulates credits by passing courses in every semester. The credits associated with a course depend on the number of hours of instruction per week. A student is allowed to earn the required 200 credits for the award of B.E. degree by registering for a specified minimum number of credits in each semester and secure

the degree by taking one or more additional semesters without any sense of failure. However, the number of credits to be earned by lateral entry Diploma students, for the award of the degree, shall be exactly 150.

The course curriculum shall contain Lecture (L), Tutorial (T), Practical/Laboratory (P), self study(S) components and Credit awarded (C) for the course which are mentioned as (L-T-P-S) C. Every course in the programme is assigned a certain number of credits according to the following pattern:

*One credit for each lecture hour per week; e.g., 4 lectures (4-0-0) 4*

*One credit for each tutorial hour per week; e.g., 3 lectures and 1 hour tutorial (3-1-0) 4*

*1.5 credits for each practical session of 3 hours per week; e.g., 3 hours of practical (0-0-3) 1.5*

*One credit for each lecture and one credit for each practical session of two hours/week; e.g., (4-0-2) 5*

## **6 STUDENT ASSESSMENT**

The student assessment shall consist of two components in all the theory/practical credit courses: Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).

All theory and practical courses shall carry 100 marks (CIE+SEE) each (with the audit courses having only the CIE).

### **6.1 Continuous Internal Evaluation (CIE)**

#### **For 2017 admission batch:**

**6.1.1** CIE in case of theory courses shall consist of cumulative evaluation of performance in two minor examinations (for 20 marks each), conducted as per the academic calendar. The remaining 10 marks shall be evaluated by conducting minimum of one event and maximum of three events (A1, A2, A3).

**6.1.2** In case of practical courses CIE consists of a performance evaluation in each class, record writing and practical CIE(for 50 marks).

**6.1.3** In case of drawing courses CIE consists of the regular evaluation of drawing sheets/class test (for 50 marks).

**6.1.4** Students shall be permitted to appear for make-up/Improvement CIE (CIE III) subjected to the condition (i) the candidate must be absent for either CIE I/II (ii)the candidate fail to score 20 out of 50 in first two CIEs . The final CIE marks shall be the sum of best two performances by the candidate.

**NOTE: 20% of CIE is permitted to evaluate self study component of syllabus and will be decided by course faculty.**

**For the existing batch:**

- 6.1.1** CIE in case of theory courses shall consist of cumulative evaluation of performance in two minor examinations (for 25 marks each), conducted as per the academic calendar. Question Paper will have 2-parts: Part-I quiz component (05 Marks) and Part-II with questions for 20 Marks.
- 6.1.2** In case of practical courses CIE consists of a performance evaluation in each class, record writing and practical CIE(for 50 marks).
- 6.1.3** In case of drawing courses CIE consists of the regular evaluation of drawing sheets/class test (for 50 marks).
- 6.1.4** Students shall be permitted to appear for make-up/Improvement CIE (CIE III). The final CIE marks shall be the sum of best two performances by the candidate.

**NOTE: 20% of CIE is permitted to evaluate self-study component of syllabus and will be decided by course faculty (within the rules of present batch).**

- 6.1.5** The mode of CIE in case of mini projects, internship, industrial training, certification courses/workshop and Seminars shall be made known to the students at the beginning of the semester.
- 6.1.6** In case of Project Evaluation of 8<sup>th</sup> Semester student projects: Evaluation is to be carried out over 3 stages: Synopsis evaluation for 10 marks, Mid-term evaluation for 15 marks, Semester end internal evaluation for 25 marks and *Examination involving external examiner for 50 marks.*

*Synopsis evaluation:* on or before the end of 2<sup>nd</sup> week of 8<sup>th</sup> Semester, approval of the synopsis and evaluation for 10 marks by the concerned Project guide and Project coordinator/H.O.D. to record the marks at the department level.

*Mid-term evaluation:* during the 8<sup>th</sup> week of 8<sup>th</sup> Semester for 15 marks, to be done by a jury consisting of Project Coordinator, Project Guide, H.O.D. or his nominee and the official record of marks are to be maintained.

*Semester end internal evaluation:* to be completed by at least one week before the end of term days of 8<sup>th</sup> Semester for 25 marks. The jury



constituted for this purpose has to consist of Project Guide, Project Coordinator, H.O.D. or his nominee and staff members of related specialization. 10 marks in this evaluation shall rest with the Project guide and remaining 15 marks is to be averaged out upon evaluation by the individual members of jury, made upon presentation of the project along with due demonstrations.

Project work demonstration during SEE for 50 marks is to be made compulsorily in case of all the projects as applicable.

## **6.2 Semester End Examination (SEE)**

SEE shall consist of a written or practical examination conducted at the end of the semester and shall be based on the entire course contents. The mode of SEE and marks assigned shall be made known to the students by the course instructor at the beginning of the semester.

### **Eligibility to Attend SEE:**

The eligibility criteria to attend the SEE in a course are:

- Attendance shall not be less than 85%
- CIE marks shall not be less than 40%

A student not fulfilling one or both of the above criteria in a course shall be assigned **F** grade in that course and will have to re-register for that course either during the supplementary or any subsequent semesters whenever the course is offered. In case of an elective course, the student may re-register either for the same elective course or choose another elective from the same pool of electives.

## **6.3 Passing standards**

**6.3.1** A student shall score a minimum total of 40% marks (equivalent to minimum marks for E grade) in CIE and SEE put together with minimum of 40% marks in SEE.

### **6.3.2 Vertical Progression**

- (i)(a)** Students who clear all the courses with a minimum CGPA of 5.0 and the required minimum credits are eligible for promotion to higher class. A student, who does not fulfill the minimum CGPA criterion at the end of any academic year for the first time, shall attract a warning before approval to continue in the following semester. This benefit can be availed only once during the entire B.E. program. Students carrying a maximum of **4 courses with F** Grades are also eligible for promotion to higher class subject to

minimum CGPA criterion.

**(i)(b)** Credits to be earned:

- i) Total 32 credits, at the end of 1<sup>st</sup> year
- ii) Total 80 credits, at the end of 2<sup>nd</sup> year
- iii) Total 120 credits, at the end of 3<sup>rd</sup> year

**(i)(c)** All the students shall earn 'Y' grade in the following mandatory audit courses: *Professional Kannada, Environmental Sciences, and Constitution of India & Professional Practice.*

**(ii)(a)** For Lateral Entry students (Diploma Students):

- i) Students can carry a maximum of **4 courses** with **F Grades** (theory and/or practical), for getting promotion to higher class.
- ii) Minimum CGPA of 5.0 at the end of each academic year. A student, who does not fulfill this criterion, at the end of any academic year for the first time, shall attract a one-time warning before approval for the student to continue in the following semester. This benefit can be availed only once during the entire B.E. program.

**(ii)(b)** Credits to be earned for Lateral Entry students (Diploma Students):

- i) Total 36 credits, at the end of 2<sup>nd</sup> year
- ii) Total 80 credits, at the end of 3<sup>rd</sup> year

**(ii)(c)** All the lateral entry students shall also earn 'Y' grade in the additional mandatory audit courses: *Bridge Mathematics-I and Bridge Mathematics-II.*

**6.3.3** A Student who wants admission to the autonomous program from a non-autonomous program, shall submit the previous marks card(s) and transcript obtained till date from VTU to the office of DEAN(EXAMS)/ EC for the purpose of exam marks to equivalent grade conversion. The criteria for movement to the 3<sup>rd</sup> semester for such student(s) under autonomous schemes shall be same as rule 6.3.2.

**6.3.4** For the students admitted during 2010-11 and onwards, a student shall complete all prescribed courses of first SEMESTER, (including all the F or W grade and audit courses) to move to fifth semester. Similarly, a student shall complete all the prescribed courses of second and third semesters to move to Seventh semester. There is no such rule applicable for moving to 6<sup>th</sup> or 8<sup>th</sup> semester.

**6.3.5** For the students of 2010 and onwards, the **maximum number of attempts** to pass a course shall be restricted to **FIVE** only. Here, the attempts are considered with respect to the academic-main and supplementary semester examinations only and not for the make-up examinations taken, if any (**not applicable to GOLD medals**). If a student fails to get a pass grade in a course even after five attempts, such a student is permitted to **rejoin the academic year of study afresh**. This facility is available only once during entire program of

study. Such students shall complete the remaining part of their program within twice the academic years of study remaining”; i.e.,

*If rejoined to Maximum period of study allowed*

First year (I sem)	8 years
Second year (III sem)	6 years
Third year (V sem)	4 years
Fourth year (VII sem)	2 years

**6.4 Performance Evaluation:** The performance evaluation is carried out separately (i) for each course in terms of letter grades, (ii) for all courses in a semester in terms of SGPA and (iii) for all semesters at a given point of time during the program, in terms of CGPA. The SGPA and CGPA are calculated as per (VTU guidelines) the following:

$$\text{SGPA} = \frac{\sum [( \text{Course Credits} ) \times ( \text{Grade points} )] \text{ for all courses in that semester excluding transitional grades}}{\sum [( \text{Course Credits} )] \text{ for all courses in that semester excluding transitional grades}^*}$$

\* This includes all the attempts taken by a student to clear a given course and for all courses of that semester. (please refer to the sample example given in section 6.4.1)

$$\text{CGPA} = \frac{\sum [( \text{Course Credits} ) \times ( \text{Grade points} )] \text{ for all courses excluding those with F and transitional grades until that semester}}{\sum [( \text{Course Credits} )] \text{ for all courses excluding those with F and transitional grades until that semester}}$$

*The following are the additional rules to be followed:*

- **Diminishing Grade rule:** Further, if a student fails in any course and gets a pass in the same taking attempts, the grade obtained will be reduced by one level when the course is cleared, subject to the minimum of E grade. This rule will not apply for X and I grades which get converted to any successful grades in the immediate make up examination. However, this is subjected to the maximum five attempts. For example, the diminishing grade for the obtained grades S, A, B, C, D and E, will be A, B, C, D, E and E respectively).

- For vertical progression, a maximum of 4 courses with F grades (excluding courses with W grades) are permitted at the end of each academic year {subjected to the sub rule: 6.3.2 i(b) }
- The grade-card of any semester will be issued only after a candidate successfully completes all the courses of that semester. In other words, ***only one grade-card per semester will be issued irrespective of the attempts taken*** by a student. However, the date/exam of passing will be shown in the grade-card in respect of all the courses of that semester. ***Accordingly the SGPA will be calculated for the semester with all the said courses successfully completed and by considering the total credits involved in the number of attempts taken by the student for successful completion of the courses, as illustrated by the sample example given in section 6.4.1.***
- In case of grades X and W, the diminishing-grade rule is not applicable. But, in case of X grade, the student has to appear for the immediate make-up exam. ***Otherwise, the grade X will change to F grade.***

**6.4.1 Letter Grades:** The performance of a student in a specific course shall be assigned a letter grade based on an absolute scale, and shall be a measure of the performance of the student in that course. The letter grades and the corresponding Grade Points and performance levels are as indicated below:

**Grade F:** Awarded to a student in a given course who: (i) fails to get the minimum of 40% marks in CIE (ii) fails to get 40% marks in SEE (iii) fails or does not register for the expected courses in the immediate make-up SEE (iv) does not attend SEE without justifiable reasons or make-up SEE. All the X and I grades are deemed to be F grade if a student fails in such course(s) in the immediate make up SEE or does not attend the make up SEE at all. ***In all such cases, this is treated to be an attempt for calculating the SGPA/CGPA.***

Grade	Grade Points	Marks	Performance
S	10.0	90 – 100	Outstanding
A	9.0	75 – 89	Excellent
B	8.0	60 – 74	Very Good
C	7.0	50 – 59	Good
D	5.0	45 – 49	Average
E	4.0	40 – 44	Poor
F	0.0	00 – 39	Fail
I	-	-	Incomplete

<b>W</b>	-	-	Withdrawal
<b>X</b>	-	-	Transitional
<b>Y</b>	-	-	Satisfactory (for Audited Courses)
<b>N</b>	-	-	Not satisfactory (for Audited Courses)

*I, W and X are transitional grades awarded in the following cases. They shall be converted into one of the letter grades S to F after the student completes the course requirements.*

**Grade I:** Awarded to a student having satisfactory attendance and meeting passing requirements in CIE, but remains absent from SEE for reasons acceptable to the GRC, like illness or accident which disable the student from attending the SEE, a calamity in the family at the time of SEE which requires the student to be away from the college.

## Sample Example:

### Semester 1

Course	Cr.	Mk/Gr	GP	Cr.(GP)
<b>Theory 1</b>	<b>4</b>	<b>91/S</b>	<b>10</b>	<b>40</b>
Theory 2	4	82/A	9	36
<b>Theory 3</b>	<b>5</b>	<b>70/B</b>	<b>8</b>	<b>40</b>
Theory 4	3	55/C	7	21
<b>Theory 5</b>	<b>3</b>	<b>45/D</b>	<b>5</b>	<b>15</b>
Theory 6	4	42/E	4	16
<b>Lab 1</b>	<b>1.5</b>	<b>99/S</b>	<b>10</b>	<b>15</b>
Lab 2	1.5	75/A	9	13.5
<b>Total</b>	<b>26</b>	-		<b>196.5</b>
<b>TCE=26</b>		<b>SGPA=196.5/26= 7.56</b>		

### Semester 2

Course	Cr.	1 <sup>st</sup> time Marks / final Grade	GP	Cr.(GP)	1 <sup>st</sup> time marks
<b>Th. 1</b>	<b>4</b>	<b>91/S</b>	<b>10</b>	<b>40</b>	<b>45+46</b>
<b>Th. 2</b>	<b>4</b>	<b>37/F/A/B<sup>1</sup></b>	<b>8</b>	<b>0/32</b>	<b>23+14</b>
<b>Th. 3</b>	<b>4</b>	<b>42/X/B<sup>2</sup></b>	<b>8</b>	<b>0/32</b>	<b>30+12</b>
<b>Th. 4</b>	<b>3</b>	<b>39/F/F/B/C<sup>3</sup></b>	<b>7</b>	<b>0/21</b>	<b>23+16</b>
<b>Th. 5</b>	<b>3</b>	<b>43/I/C<sup>2</sup></b>	<b>7</b>	<b>0/21</b>	<b>43+Ab</b>
<b>Th. 6</b>	<b>3</b>	<b>34/I/F/A/B<sup>3</sup></b>	<b>8</b>	<b>0/24</b>	<b>34+Ab</b>
<b>Lab 1</b>	<b>1.5</b>	<b>15/W/S<sup>4</sup></b>	<b>10</b>	<b>-/15</b>	<b>15+ -</b>

<b>Lab 2</b>	1.5	48/X/F/A/B <sup>3</sup>	8	0/12	30+18
<b>Total</b>	<b>24</b>	-	-	<b>40/197</b>	
<b>TCE=50</b>		<b>SGPA=197/(24+14.5<sup>5</sup>)=5.1168</b>			
<b>CGPA=(196.5+197)/50=7.87</b>					

<sup>1</sup>. Diminished Grade 2. Make-Up Exam-Grade not diminished <sup>3</sup>. Next Sem exam- dim. Grade <sup>4</sup>. Next Sem 1<sup>st</sup> attempt exam- non-dim. Grade <sup>5</sup>. Total number of credits according to the number of **attempts** taken to clear the courses of a given semester, (0+4+0+6+0+3+0+1.5) (including only the F grades). **Grade card for a given semester will be finalized only after all courses of that semester are completed successfully.**

**Grade W:** Awarded to a student who withdraws from a course before the prescribed date (not later than two weeks before the commencement of SEE).

**Grade X:** Awarded to a student having greater than or equal to 60% CIE marks, but failed in SEE. Students appearing for the back-log courses are not eligible for X grade, (i.e., X grade is considered only for the first appearance).

**Grade Y:** Awarded to a student who satisfies the attendance and other class room requirements of mandatory audit courses.

**Grade N:** This is awarded to a student who does not satisfy attendance and other class room requirements of mandatory audit courses. In such cases, the student should earn Y grade by re-registering for the course.

### Percentage equivalence of the Grade Points:

some times, it would be necessary to provide equivalence of the CGPA with the percentage and / or class awarded as in the conventional system of declaring the result of university examinations. The below table gives percentage equivalence of grade points on a 10-Point Scale. Table gives the range of grade points and the associated class.

### Percentage equivalence of grade points

Grade Point	Percentage of marks (Class)
5.75	50
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

### Grade point range and corresponding class

Grade range	Point	Class
≥ 5 & < 6.75		Second
≥ 6.75 < 7.75		First
≥ 7.75		Distinction

**6.4.2 Grace Marks Rules:** Based on the prevailing practice and rules of VTU, the following rules have been framed to be applicable for the Autonomous Scheme of Examinations at the College while awarding any grace marks:

- (i) **One Mark grace** is awarded in all the courses, if a student successfully completes (clears) those courses, because of the addition of the grace mark. This is applicable to all students irrespective of the number of such courses in a given semester as also the courses being backlog courses.
- (ii) **Two Marks grace** is awarded in only one course during any given main semester of the program, if a student has failed only in one course and if he/she successfully completes (clears) that course because of the addition of two marks as grace mark. This rule is subjected to the condition that the student has cleared all the courses of that semester (not having W or I Grade) without getting the benefit under rule G.1 as above. This is not applicable to more than one course or for any of the backlog courses.

**6.4.3 Gold-Medalists – the CGPA criterion:** The top scorer of each branch of study shall be the Gold medalist of that branch of engineering. The gold medalist will be decided based on the CGPA earned at the end of the program. In case of students entering autonomous program from VTU, the equivalent CGPA of VTU semesters (computed as per VTU guidelines) is considered. However, in case of lateral entry students, the CGPA is considered over 6 semesters of study only (3<sup>rd</sup> to 8<sup>th</sup>). Further, such a student is expected to have successfully completed all the courses studied during the BE program in first attempt only. This rule is applicable to all category of students admitted to the program.

**6.4.4 Re-registration of failed students:** A student who has taken SEE and has obtained F grade (failed) in one or more course(s) may register for those course(s) in the supplementary semester or in a main semester whenever the course(s) is/are offered (with the new syllabus if revised). The student shall satisfy the attendance and CIE requirements afresh.

**6.5 Make up Examination** A student with I, X or F grade may take a make-up examination which will be held as per dates notified (normally within 10 days after the announcement of the SEE results):

- (i) Those students who secure CIE Marks  $\geq 30$  out of 50 (60%) in any subject/ course and fail in the SEE, shall be awarded X grade (transitional grade) and they be allowed to take up make-up SEE. For such students, this will not be treated as an additional attempt and their CGPA will not get affected due to this exercise.
- (ii) Those students who secure CIE Marks between 20 and 30 ( $< 30$  out of 50) in any subject/ course and fail in the SEE, shall be awarded F grade and they shall also be allowed to take up make-up SEE. However, for such students, this will be treated as an additional attempt and their CGPA & SGPA will also get affected accordingly.
- (iii) If the student fails in the make-up exam, the student shall re-register for the course whenever it is offered, with new syllabus if revised or equivalent as decided by the equivalence committee.
- (iv) A student taking up the examination in a given course for the second or succeeding time (back-log course), is also permitted to appear for the make up SEE. However, such a student will get F Grade (irrespective of the percentage of CIE marks) and is allowed to take up make-up SEE. Further, for such students, this will be treated as an additional attempt and their CGPA & SGPA will also get affected as per the diminishing grade rule (rule 6.4).
- (v) The Make-up SEE of a given semester is permitted only for those students with F, I or X grade obtained in the current semester SEE only. *Unauthorized SEE absentees are not permitted to take up make up SEEs.* If a student with X or I grade is absent for the immediate make up SEE, then his grade is converted to F grade in all the respective courses.

## **6.6 Grade Card and Transcript:**

Grade Card of a student shall be given at the end of the semester (only after successfully completing the courses of that semester). The grade card will indicate the letter grade earned by the student in each course.

- 6.6.1** In case of mandatory audit courses, the grades shall be either Y (Satisfactory) or N (Not Satisfactory).
- 6.6.2** Only courses with credits will be included in the computation of CGPA & SGPA. Audit courses and mandatory non-credit courses shall not be included in the computation.
- 6.6.3** Provision for issue of duplicate Grade cards: for issuing the duplicate Grade Cards to a student perusing B.E. under autonomous scheme, the candidate has to register a complaint at the police station in connection with the lost Grade Card with all particulars. Further,



the candidate has to submit an affidavit duly prepared by the Notary in the following format:

**AFFIDAVIT**

I \_\_\_\_\_ aged about \_\_\_\_\_ years, S/o / D/o \_\_\_\_\_ residing at \_\_\_\_\_, do here by solemnly affirm and state an oath: I say that, I am the deponent herein. I say that, I have completed my \_\_\_\_\_ semesters B.E. Course in the academic years \_\_\_\_\_ to \_\_\_\_\_ at Malnad College of Engineering, Hassan. I say that, my above said \_\_\_\_\_ semester original marks card was lost/ misplaced due to my inadvertence. I say that, inspite of diligent search I am unable to trace the original of the aforesaid marks card and hence they are taken as lost, and if traced out, I will produce them before the above said college. I say that, this affidavit is required for the purpose of obtaining duplicate grade card of the above said \_\_\_\_\_ semester/s. I do swear in the name of God that this is my name and signature and all the contents of this affidavit are true and correct to the best of my knowledge, information and belief.

Identified by me,

Desponent

Date

Place:

The candidate has to submit the request to the DEAN(EXAMS) section in the above prescribed format. The fee of Rs. 500/- per grade card (Rupees five hundred only) towards supply of the duplicate grade card and office charges is to be paid through bank challan (pink) to comply with the procedures. Further, Rs. 250/- has to be paid by the candidate through bank challan (Pink) for each of the Grade Card to be printed in addition to the above. Such of the grade cards will be printed with a water mark "Duplicate Grade Card" in the background.

**6.6.4 Transcript:** Transcript/s will be issued to all the eligible students at the end of the eighth semester. However, partial transcripts will also be issued to the students (those who aspire for higher studies) at the end of 6th semester, on request. The students have to apply for the transcripts by paying the prescribed fee of Rs 250/-for the first copy

and Rs100/- per subsequent copy. The transcripts will be presented to all the graduands of BE (ATNMS) program during the graduation day.

## **6.7 Revaluation, Photocopy of Answer Scripts and Challenge Revaluation**

A student may apply for revaluation, photocopy and Challenge Revaluation of the answer scripts of SEE for theory courses only. If there is any change in the grade after the revaluation/ Challenge Revaluation corrected grade card shall be issued to the student, after the earlier grade card is surrendered.

### **6.7.1 Revaluation**

A student can apply for revaluation of the answer script(s), in the prescribed form along with prescribed fee to the DEAN(EXAMS) within the specified time schedule. (usually specified during the announcement of SEE results).

- (i) If the decrease in the re-valuation marks is by any margin, then the original marks corresponding to the first evaluation marks is awarded to the student.
- (ii) If the increase in the re-valuation marks is less than or equal to fifteen, then the revaluation marks corresponding to the second evaluation marks is awarded to the student.
- (iii) If the increase in the revaluation marks is more than fifteen, then the answer script will be sent for third valuation and the average of the best two marks shall be awarded.

### **6.7.2 Supply of Photocopy of the Answer Script to the candidate**

- a) Any candidate can apply for the photocopy of the answer script of the examination on payment of prescribed fee within 3 days from the date of the announcement of the results, to the DEAN(EXAMS). Photocopy of the script will be supplied within two days after the receipt of the application at the office of the DEAN(EXAMS). The candidate can apply for revaluation within three days from the date of obtaining the photocopy of the answer script.
- b) The re-valuation of the answer scripts of the theory papers shall be deemed to be an additional facility provided to the students with a view to help them to improve their examination results. It is to be understood that any delay in the declaration of re-valuation results for any reason whatsoever shall not confer any right upon them for admission to the next semester or for any kind of claim. Such matters

shall be dealt as per the rules and regulations framed by the college in this regard.

**6.7.3 Challenge Revaluation** A student with a grievance(s) even after revaluation can apply for Challenge Revaluation with a prescribed fee within two days from the announcement of results of revaluation. The DEAN(EXAMS) shall arrange for a Challenge Revaluation inviting the subject experts. The rules of revaluation 6.7.1 are applicable for award of marks.

**6.7.4 Refund of Revaluation Fee** In case of an improvement in grade after revaluation, the refund of the revaluation fee is made as per college norms, to all the students (against an application) who are successful in getting an increase of 15 or more marks by revaluation. *This is not just based on the change of grade.*

## **7 LEAVE OF ABSENCE AND TEMPORARY WITHDRAWAL**

**7.1** If the period of leave is more than two days and less than two weeks, prior application for leave shall be submitted to the concerned HOD [Dean (SWO) in e of first year students] with the recommendation of the Faculty Adviser stating the reasons for the leave along with the supporting documents. In any case, a student shall have a minimum of 75% attendance in each course.

**7.2** If the period of leave is two weeks or more, prior application for leave shall be made to the Dean (AA) with the recommendations of the Faculty Adviser and the concerned HOD stating the reasons for the leave along with the supporting documents. The Dean (AA) may, on receipt of such application, grant leave or advice the student to withdraw from the course. In any case student shall have 75% attendance to become eligible.

**7.3** It will be the responsibility of the student seeking leave to intimate the course faculty, the HOD and others concerned regarding his absence before availing leave.

**7.4** A student may be permitted to withdraw temporarily on the grounds like illness, grave calamity in the family or any other serious happening. The withdrawal may be for periods which are integral multiples of a semester provided that:

(a) The student applies to the AC through Dean (AA) within 6 weeks of the commencement of the semester or from the date the student last attended the classes, whichever is later, stating fully the reasons for such withdrawal together with the supporting documents and endorsement from the student's parent/guardian.

- (b) Even by taking into account the expected period of withdrawal, the student has the possibility to complete the total number of credits for the degree programme within the specified time limit.
- (c) The student does not have any dues or demands towards the college including tuition and other fees as well as library/ department materials.
- (d) A student availing of temporary withdrawal from the college under the above provision shall pay such fees and/or charges as fixed by the college until such time the student's name appears on the roll list. However, the fees/charges once paid would not be refunded.
- (e) A student may avail of the temporary withdrawal facility only once during the degree programme. However, in exceptional cases as decided by the Dean (AA) a student can avail of this provision one more time.

## **8 PERMANENT WITHDRAWAL OF ADMISSION**

**8.1** A student who withdraws admission before the closing date of admission for the Academic Session is eligible for refund of the deposits and fees as per the norms. Once the admission for the year is closed, the following conditions govern withdrawal of admission:

- (a) A student, who wants to leave the Institute for good, shall be permitted to do so. The transfer certificate shall be forwarded to the college to which student has obtained offer of admission.
- (b) The decision of the Principal regarding all aspects of withdrawal of a student shall be final and binding.

## **9 CONDUCT AND DISCIPLINE**

**9.1** Students shall conduct themselves within and outside the premises of the college in a befitting manner.

**9.2** As per the order of Honorable Supreme Court of India, Ragging in any form is considered as a criminal and culpable offence and is banned. Any form of ragging will be severely dealt with.

**9.3** The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- a) Ragging
- b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus
- c) Indecent dressing within the campus.

- d) Willful damage or stealthy removal of any property/ belongings of the college/ Hostel or of fellow students/ citizens.
- e) Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- f) Mutilation or unauthorized possession of library books.
- g) Noisy and unseemly behavior disturbing studies of fellow students.
- h) Possession/ distribution of pornographic contents through DVDs/ CDs/ Videos/ Photographs/ Internet, etc.
- i) Possession/ distribution of terrorism literature through DVDs/ CDs/ Videos/ Photographs/ Internet, etc.
- j) Hacking in computer systems (such as entering into other person's area without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.).
- k) Plagiarism of any nature.
- l) Not adhering to the college Dress Code.
- m) Any other act of gross indiscipline as decided by the Dean(AA) from time to time.
- n) Possession of cell phones on campus (as per VTU, our affiliating university norms).
- o) Not wearing Identity cards while on campus.
- p) Sexual harassment, indecent/ vulgar reference of any nature.
- q) Any writing on the walls, boards, or desks.

Commensurate with the gravity of offence, the punishment the CDC will deny it may be: reprimand, imposition of fine, expulsion from the Hostel, debarment from the examination, disallowing the use of certain facilities of the college, suspension for a specified period or even outright expulsion from the college, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

- 9.4** For an offence committed in (i) Hostel, (ii) a department or in a class room and (iii) elsewhere, the Warden, the HOD and Dean (SA) respectively shall have the authority to reprimand and report to the Principal for suitable action.
- 9.5** Dean (Exams) shall take appropriate action in case of adoption of unfair means and/ or any malpractice in any examination.
- 9.6** All cases of serious offence, possibly requiring punishment other than Reprimand/ fine shall be reported to the Principal.
- 9.7** The college level Standing CDC constituted by the Principal shall be the authority to investigate the details of the offence and recommend disciplinary action based on the nature and extent of the offence committed.

## **10 GRADUATION REQUIREMENTS AND GRADUATION DAY CEREMONY**

**10.1 Degree Requirements** A student must have earned a minimum of 200 (150 in case of Lateral entry Diploma students) credits as per the prescribed curriculum, within a maximum duration of 8 years (6 in e of lateral entry Diploma students) from date of registration for the programme.

**10.2 Eligibility** A student shall be eligible for the award of the degree if:

- a. The student has fulfilled all the requirements of the degree.
- b. No dues are payable by the student to the institute, departments, hostel, library, sports and/ or any other centers
- c. No disciplinary proceeding is pending against the student.

### **10.3 Procedure for the award of degree**

**10.3.1** A student shall apply for the award of the degree in a prescribed format along with the prescribed No-Dues Certificate to the respective department. The Internal BOS/Department Academic Committee (DAC) shall verify the same and send recommendations to the Academic Council.

**10.3.2** The Academic Council shall prepare the list of eligible students for the award of degree and submit the same to the University for Approval.

**10.3.3** After approval by the University, degrees will be awarded to the students in a Graduation Ceremony.

**10.3.4** Degree will be awarded in absentia to a student who is unable to attend the Graduation Ceremony.

**10.3.5** A student is required to apply for the award of degree in the Graduation Ceremony or in absentia along with the prescribed fee.

**10.3.6** A student can apply for Provisional Degree Certificate (PDC) issued by the College before the Graduation Ceremony by paying a prescribed fee.

**10.3.7 Class Declaration:** The Class declaration will be made to every student as per VTU norms, in the respective Provisional Degree Certificate only. It will also be mentioned in the final Degree Certificate by VTU.

**10.3.8 Graduation Day:** The graduation Day for each academic year will usually be held on 15<sup>th</sup> September, the Engineer's Day/it will be

made known to the graduands before the end of the term days of that particular batch.

**10.3.9 Issue of PDC & Transcripts:** On the Graduation Day, the PDC and Transcript will be issued to all the students who have become eligible for the award of the BE Degree. All those students who would become eligible for the award of the BE Degree by any later date have to wait for issue of PDC and Transcript till the next Graduation Day.

## **11 TERMINATION FROM THE ACADEMIC PROGRAMME**

A student shall be terminated from academic program and shall leave the College in the following circumstances:

- If the student fails to satisfy all the requirements for the award of the degree stipulated in 10.1 and 10.2
- If the student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.
- Failure to meet the standards of discipline prescribed by the College, which may change from time to time.

## **12 CHANGE OF BRANCH**

**12.1** A student is eligible for the change of branch at the start of third semester strictly as per the existing rules of the AICTE, Government of Karnataka, Director of Technical Education and the University.

**12.2** A student applying for change of branch must have completed all the common credits of the first two semesters and apply in a prescribed format when notified.

**12.3** The change of branch, if made, shall be according to the merit of the applicants.

## **13 AMENDMENTS AND JURISDICTION**

**13.1** The rules and regulations listed herein govern the imparting of instructions, conduct of examinations and evaluation of performance leading to the award of the Bachelor of Engineering degree.

**13.2** The regulations listed herein shall be binding on all students enrolled for the Bachelor of Engineering degree.

**13.3** The regulations listed herein may be amended, updated, changed by the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments and college authorities.

- 13.4** All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.

## **Disciplinary Rules**

**The rules of decorum and discipline to be observed by all the students of the institution are as under:**

1. They should attend the classes regularly.
2. They should be punctual to the classes.
3. They should take all the assignments and tests seriously.
4. They should not meddle with the equipments and tools in the laboratories and workshops without the permission of the staff member(s) in-charge. They will be responsible for the damage caused due to negligence and will have to pay for their replacement.
5. They should maintain silence in the Classrooms, Laboratories, Library, Drawing halls, and Workshops.
6. Use of mobile phones in the institute premises is strictly prohibited. This is also a strict guideline issued from VTU.
7. They should not affix any notice or remove any office notice from the office or other notice Boards, without the prior permission from the concerned.
8. They should not indulge in strikes/ picketing/mass bunks of classes/etc. of any form, and they should not cause any damage to the property of the institute.
9. They should not be found guilty of causing undue disturbances of any form, in the campus, for the classes/ examinations, etc.
10. Smoking, Consumption of alcoholic beverages and Drugs are strictly forbidden.
11. They must park their vehicles properly, in the demarked area, avoiding disturbance to the classes.
12. They must not go on tours of any type without the permission of the authorities and also without an accompanying faculty.



13. Ragging in any form is strictly prohibited. Serious action will be taken on the offenders.
14. They should not indulge in any activity, anywhere, that spoils the prestige of the institute.

## **AICTE GUIDELINES FOR PREVENTION AND PROHIBITION OF RAGGING IN TECHNICAL INSTITUTIONS**

**The Raghavan Committee constituted by the Hon'ble Supreme Court has mentioned the following types of ragging:**

1. Ragging has several aspects with psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered to be with in the academics related aspects of ragging. Similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on junior student by seniors should be considered as an aspect of ragging for economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mail, blogs, public insults should be considered to be with in the psychological aspects or ragging. This would also include deriving perverted pleasure, sadistic thrill from actively or passively participating in discomfiture to others, absence of preparing 'fresher's in the run up to their admission to higher education and life in hostel and this can be ascribed as a psychological aspect of ragging. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

**Actions against students for indulging and abetting in Ragging in technical institutions,**

**U**

**niversities including Deemed to be University imparting technical education.**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. For every single incident of ragging, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be one or any combination of the following:-
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding / withdrawing scholarship / fellowship and other benefits.
  - (iv) Debarring from appearing in any test / examination or other evaluation processes
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national/international meet, tournament, youth festival, etc.
  - (vii) Suspension /expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (x) Fine of Rupees 25,000/-
  - (xi) *Collective punishment:* when the persons committing or abetting the crime/ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with action taken to the Council and

immediately after occurrence of such incident and inform the status of the case from time to time.

## **Special Grievance Redressal Committee**

*As per the AICTE Regulations- Mechanism for Grievance Redressal Act – 2012, a Special Grievance Redressal Committee (SGRC) has been set up at the institution with the **Ombudsman** appointed by VTU for Redressal of Grievances (including ragging) of students of the Institution.*

### GUIDELINES FOR RECOMMENDING PENALTIES AND PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE COMMITTED DURING THE AUTONOMOUS EXAMINATIONS.

#### **Nature of malpractice**

1. Revealing the identity of the candidate
2. a. Possession of Manuscript / Printed or Typed Matter, Books or Notes and Written Matter on Calculator, Instrument Box etc., or having any other Written Matter on the person (For example Palm, Hands, Legs, Clothes, Socks etc.)  
b. Possession of Mobile /tablet/ any electronic gadget, which can aid the candidate to write answer in examination in both theory and practical.
3. Detection of identical answers in the answer scripts of different candidates or allowing a candidate to copy from his/her answer script
4. Appeal to the examiner with money as enclosures to the answer book / use of abusive obscene language or threatening remarks in the answer book
5. Found giving or receiving assistance at the examination, passing the questions paper with Written Answer / formulae / Answer Script/ additional sheet / Graph sheet /Drawing sheet for purpose of copying
6. Destroying the documentary evidence
7. Insertion of Additional Sheets / Graph Sheets / Drawing Sheets, use of Answer Book which is not issued at the

#### **Penalty to be imposed /punishment**

- To be awarded 'F' grade for the course in which the candidate has revealed his/her identity. Penal fee as per VTU norms / As decided by MEC.
- To be awarded 'F' grade for the course and deny Makeup examination benefit for the course. Penal fee as per VTU norms / As decided by MEC.
- To be awarded 'F' grade for the course and deny Makeup examination benefit for the course. Penal fee as per VTU norms / As decided by MEC.
- To be awarded 'F' grade for the course and deny Makeup examination benefit for the course. Penal fee as per VTU norms / As decided by MEC.
- To be awarded 'F' grade for the course. Penal fee as per VTU norms / As decided by MEC.
- To be awarded 'F' grade for the course. Penal fee as per VTU norms / As decided by MEC.
- To deny the benefit of performance of examinations of all the course for which the candidate has appeared in that examinations

Examination Hall.

8. In case of impression or found guilty of deliberate prior arrangements to cheat in the examination
- To deny the benefit of performance of the examination of all subjects for which the candidate who has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations to both the candidates) & debar him/her for a minimum of two examinations. (for the person who has impersonated, the punishment shall extend up to reprimanding)
9. Abusing, Threatening, Manhandling the Examination Authorities at the examination hall or in the premises of the examination centre, as well as misconduct of a very serious nature.
- To deny the benefit of performance of the examination of all subjects for which the candidate has (both attended and to be attended of the particular examination conducted including arrear examinations) & debar him/her for a further number of chances extending up to two more examinations depending on the degree of misconduct

**(Nature of malpractice mentioned from 2 to 9 shall be applicable to both theory and practical examination)**

- 10 Any other Malpractices connected with the autonomous examination (**by any unusual means**) other than the above mentioned.
- Committee can recommend suitable penalties & punishment

The chief superintendent shall allow the candidate to write all subsequent examinations and send the answer books to the office of the Dean (Examinations) following day. in special circumstances like **impersonation** case, both the students involved are **not allowed to write examination of any courses of that semester. Such candidates are permitted to register to any courses subsequently as per the decision of MEC.**

a.

The examiner shall, if he / she suspects malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer with reasons in writing to the Dean (Examinations) MCE, Hassan. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to the other candidates are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the Dean (Examinations) MCE, Hassan

b.

The examination hall supervisor or squad appointed for the purpose shall report the malpractice, if any to the chief superintendent / principal through examination sections officials immediately (in both theory and practical examinations) . further documentation and pertaining procedures to be followed as per the VTU / MCE autonomous norms .

The decision pertaining to above penalties and punishments of the candidate may be communicated to all the concerned. If the student and or student fail to attend the MEC meeting on the stipulated day, they shall abide by the decision taken by the committee.

Enquiry under Malpractice Cases Consideration Committee is independent of the criminal proceedings if any in the appropriate court of law

### **Duties and responsibilities of MEC**

1. Mall practice committee shall conduct an enquiry, verify the document at the time of booking MPC and decide the degree of punishment in the presence of committee members as per the guidelines.
2. MEC shall decide the penal fee looking in to gravity and nature of malpractice considering VTU norms as guidelines / As decided by the MEC.
3. The candidate is issued with a warning that repetition of such acts (1 to 6) in any examination during the programme will end in severe punishments like debar from examination for minimum

of one year or more.

4. Documentation regarding presence of MPC candidate and parents for the meeting, undertaking from the candidate shall be made.
5. MEC authorizes Documentation of the meeting proceedings to Dean( examinations) in consultation with Principal , Vice-Principals and Dean(A.A).

### Odd Semester Time Table

	I	II		III	IV	V		VI	VII	VIII
<b>Monday</b>										
<b>Tuesday</b>										
<b>Wednesday</b>										
<b>Thursday</b>										
<b>Friday</b>										
<b>Saturday</b>										

### C.I.E. TIME TABLE

<b>Date &amp; Day</b>	<b>Time &amp; Course Code</b>		

# ODD SEMESTER - SELF APPRAISAL

## I. Letter / Phone Calls

Important Letters received	
Important Letters written	
Important Phone Calls received	

## II. Library Work

Books Borrowed	
Books Returned	
Visit to the Reference Library	

## III. Performance in Tests

Good	
Satisfactory	
Must Improve	

## IV. Attendance Information

Subject	Number of Classes Conducted	Number of Classes Attended

**V. Sports and Games Information**

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**VI. Extracurricular Activities Information**

[Empty rectangular box for Extracurricular Activities Information]

**VII. Important Notes.....**

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### Even Semester Time Table

	I	II		III	IV	V		VI	VII	VIII
<b>Monday</b>										
<b>Tuesday</b>										
<b>Wednesday</b>										
<b>Thursday</b>										
<b>Friday</b>										
<b>Saturday</b>										

### C.I.E. TIME TABLE

Date & Day	Time & Course Code		

# EVEN SEMESTER - SELF APPRAISAL

## I. Letter / Phone Calls

Important Letters received	
Important Letters written	
Important Phone Calls received	

## II. Library Work

Books Borrowed	
Books Returned	
Visit to the Reference Library	

## III. Performance in Tests

Good	
Satisfactory	
Must Improve	

## IV. Attendance Information

Subject	Number of Classes Conducted	Number of Classes Attended

## V. Sports and Games Information

Blank rectangular box for student information.

**VI. Extracurricular Activities Information**

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**VII. Important Notes.....**

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# PERSONAL NOTES

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# PERSONAL NOTES

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## MALNAD COLLEGE OF ENGINEERING, HASSAN INTERNAL TELEPHONE NUMBERS

1	CHAIRMAN's Office	274
2	PRINCIPAL 245093(O), 245317(PP), 245683(FAX)	200
3	VICE-PRINCIPAL/DEAN(ADMINISTRATION)	285/233
4	PERSONNEL SECTION	286
5	DEAN - EXAMS	291
6	DEAN - ACADEMIC AFFAIRS	285/250
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Important Telephone Numbers  
at MCE, Hassan

(Hassan STD Code – 08172)

1.	<b>Chairman's Office</b>	:	245550
2.	<b>Principal</b> : Dr. K.S. Jayantha	:	245317
3.	<b>Vice Principal</b> : Dr. M.S. Raviprakasha	:	265456
4.	<b>Dean -Academic Affairs</b> : Dr. H.S.Mohana	:	245763
5.	<b>Dean – Student Affairs</b> : Dr. H.J. Amarendra	:	245763
6.	<b>MCE Office</b>	:	245093
7.	<b>MCE – Fax</b>	:	245683
8.	Dept. of Civil Engineering.	:	245538
9.	Dept. of Mechanical Engineering.	:	245319
10.	Dept. of Electrical & Electronics Engineering.	:	245763
11.	Dept. of Electronics & Communication Engineering.	:	245361
12.	Dept. of Computer Science & Engineering.	:	245020
13.	Dept. of Electronics & Instrumentation Engineering.	:	245071
14.	Dept. of Information Science & Engineering.	:	246616
15.	Dept. of Training & Placement.	:	245307
16.	STEP	:	246434
17.	Boy's Hostel	:	245658
18.	Ladies Hostel	:	267324
19.	Syndicate Bank	:	245083
20.	SBM (Haralahally Branch)	:	245216
21.	MTES (O)	:	268371
22.	Guest House	:	251295