

1. **Introduction**

About the Handbook

Hearty welcome to ATME Family!!

Welcome to the Student Handbook for Engineering Graduates! This comprehensive handbook has been specially designed to empower you as you embark on your journey as an engineering graduate student.

This handbook provides insight about the facilities available in the institution, the students' centric policies and the guidelines. This serves as a valuable companion throughout your graduate studies, helping you make informed decisions, overcome obstacles, and maximize your potential. Embrace this opportunity to push the boundaries of your understanding, contribute to the field of engineering, and embark on a rewarding career that makes a contribution to the Nation.

2. **Welcome note from the principal.**

I, on behalf of the management and faculty of ATME College of Engineering, welcome students to college for the academic year 2023-24. We wish you the very best in all that you seek to do and we will do our utmost to help you realize your goals and dreams. Each student is issued a student's handbook at the beginning of the academic year and this will provide the students the opportunity to manage their pace of learning and to enable them to monitor their academic performance and progress as well as their involvement in co-curricular activities. This handbook cum diary also aims to keep pupils and parents informed of the policies and procedures pertaining to the college through the various sections on the code of conduct, discipline matters and other relevant information about the college as well as university norms.

Wishing you a great academic career

Dr. Basavaraj.L, Principal

3. Overview of the institution's vision, mission, and values.

3.1 About ATMECE

- ATME College of engineering is founded by a group of like-minded technocrats in 2010. Founders are managing various kinds of enterprises like infra companies, manufacturing units, and IT service. Founders are aware of the need of the industry and trying to cater to such needs by developing industry-ready engineers through ATME College of Engineering.
- ATME College of Engineering has created a futuristic infrastructure with 3 lakh sq. ft. of built-up area, state of the art labs, a cluster of seminar halls & Auditorium with all modern gadgets, Library, Central computing facility, etc. All this has been done within a span of 10 years and can proudly be said that our infra is at par with any institution with a standing of 20-25 year.
- It's not only the infra, but also the kind of faculty profile ATMECE has engaged, Teaching Learning Process adopted, student support system put in place, Co-curricular & extracurricular activities being conducted, and Placement achieved within this shortest span of time is significant.
- ATMECE has been fostering Industry-Institute interaction on a regular basis. ATMECE has entered to MOUs with many industries like TOYOTA for Internships, Placement, Skill enhancement, Research & Development etc., Reputed companies like CISCO, Texas Instruments, Ferns Technologies have set up their labs and Training centres in the college campus.
- Research is one more area where ATMECE is doing extremely good. ATMECE has 6 Research Centre with qualified faculty members. A number of Research scholars are carrying out research work in the college. Faculty members are actively working on the Research publications & Consultancy projects.
- ATMECE has to its folds the credentials of being **NBA Accredited, NAAC Accredited, ISO Certified** and ranked **GOLD by QS I-Gauge**. The institute has also established Institute Innovation Council (IIC) to encourage innovation and start-ups. Recognized as one of the clean campuses by AICTE, ATMECE has received “Best Emerging Private Engineering College” award in the year 2012 and 2013 by MHRD and many more.
- ATMECE has created an ecosystem where education is just not limited to academics; it extends beyond the classrooms & labs to industry interactions, cultural, social and sports events for the holistic all-round development of the students.

3.2 Vision, Mission, Quality Policy & Core Values

Vision

Development of academically excellent, culturally vibrant, socially responsible and globally competent human resources.

Mission

Mission 1: To keep pace with advancements in knowledge and make the students competitive and capable at the global level.

Mission 2: To create an environment for the students to acquire the right physical, intellectual, emotional and moral foundations and shine as torchbearers of tomorrow's society.

Mission 3: To strive to attain ever-higher benchmarks of educational excellence.

3.2.1 Quality Policy of ATMECE

ATMECE is committed to excellence & quality in all its deeds i.e., Teaching, R&D and consultancy to groom top-notch professionals, entrepreneurs and leaders in different fields of engineering, technology and management”.

This will be achieved by total commitment to:

- Enhance the satisfaction index of all the stakeholders by ensuring 100% success in all semester examinations. This will be assessed per semester.
- Annual up gradation of teaching /training eminence will be carried out in order to enhance the number of higher grades in examinations by 5% every year over the previous year.
- To instil entrepreneurial skills among students by providing necessary guidance, which are nurtured periodically?
- Interaction of Industries & Corporates with college will be amplified by offering more Guest Lectures, Seminars, Symposiums and Conferences, which helps students to keep pace with the latest developments in the field of Science and Technology and to create "Industry-ready" students to place 100% of them in reputed industries.
- Value, support and recognize excellence in teaching by academic staff and to encourage research-mindedness by involving them more in R&D activities.
- Achieve Accreditation of the highest grade from NBA within the shortest possible time.

3.2.2 Core Values

- Ethics
- Integrity
- Excellence
- Collaboration
- Social Responsibility

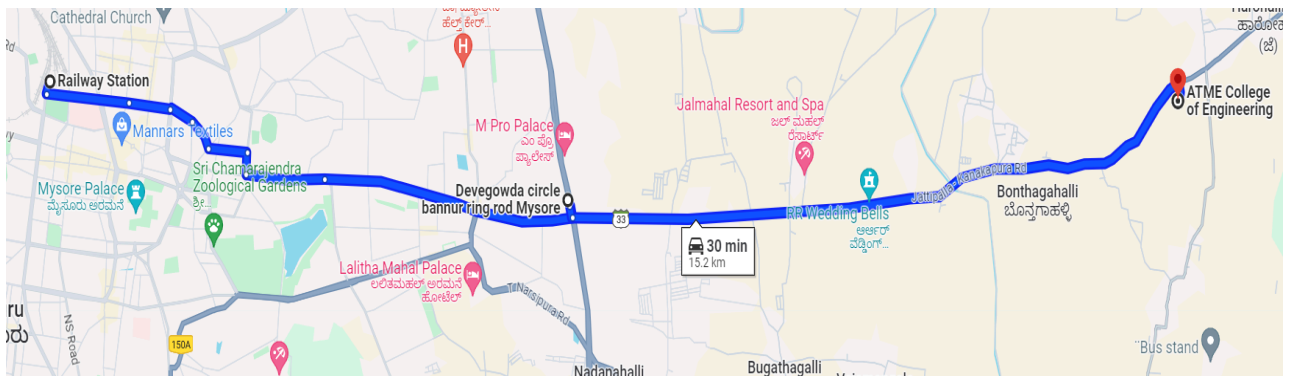
4 General Information

4.1 Campus map and key locations.

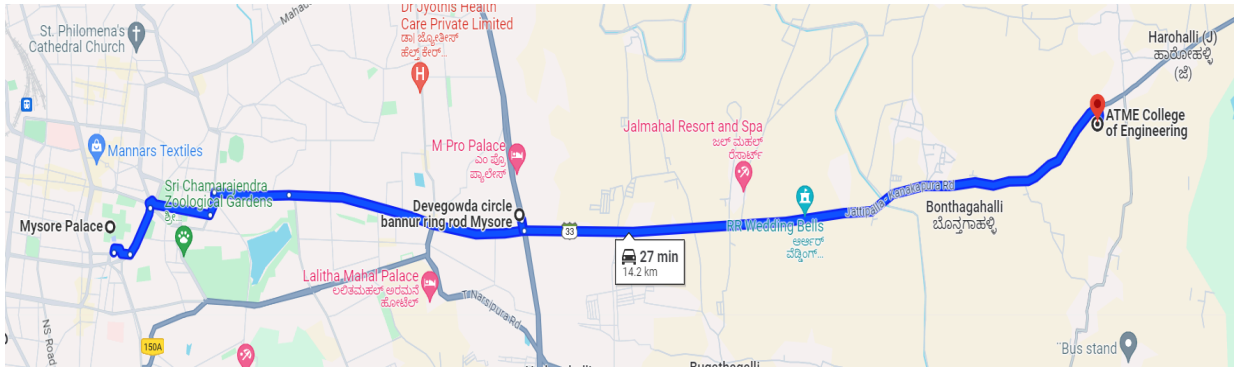
- ATMECE was established in year 2010; the Campus is situated on the Mysuru - Kanakapura – Bengaluru Road, at a distance of 13kms from city bus stand. The campus is located in a serene environment with lush green ambience with an emphasis on learning with no distractions and disturbance.
- State-of-the-art infrastructure amidst greenery is the hallmark of the college with wide varieties of trees and plants. A choice of seminar halls, well equipped labs, library, auditoriums, secure hostels, a sewage water treatment plant, solar plant, Wi-Fi access, ICT (Information and Communication Technology) classrooms and multi-sports grounds with sports facilities add to the ambience of this Institution of higher learning.

Address:

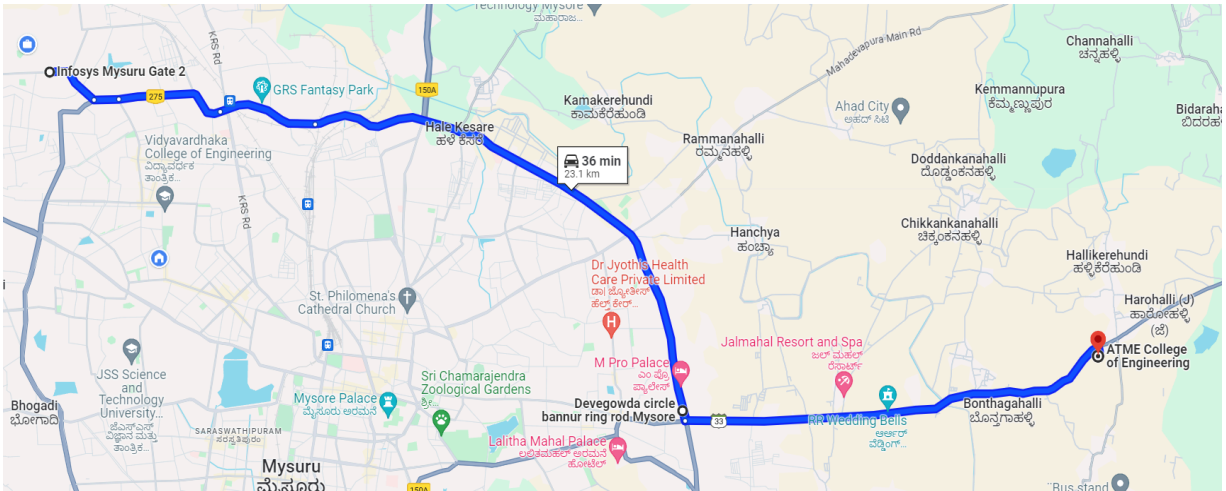
ATME College of Engineering,
13th Kilometer, Mysuru-Kanakapura-Bengaluru Road.
Mysuru-570028, Karnataka
Tel: +91-821-2954081
Email: info@atme.in



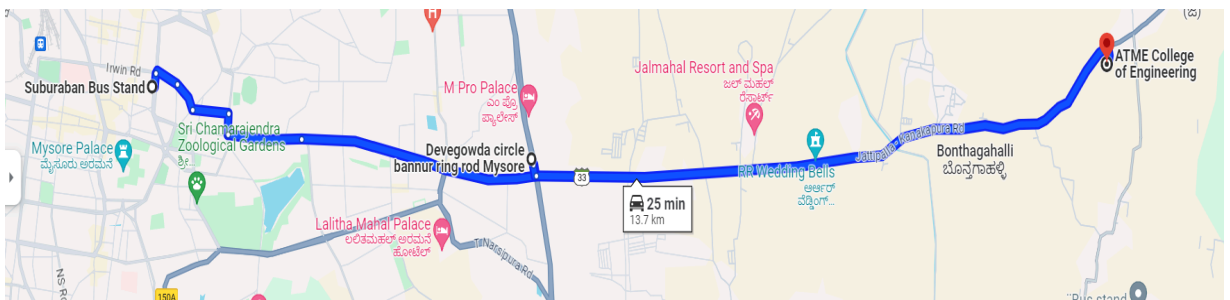
From Railway Station to ATME College of Engineering □ 15.2 KM



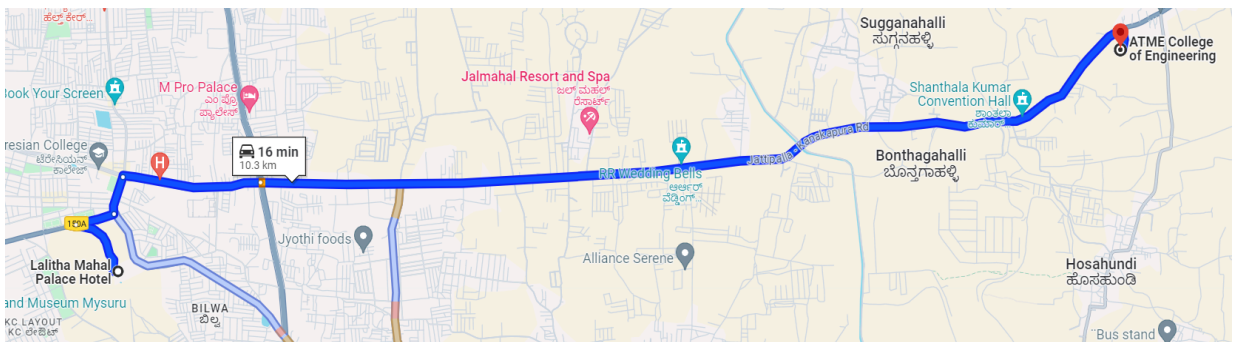
From Mysore Palace to ATME College of Engineering □ 15.2 KM



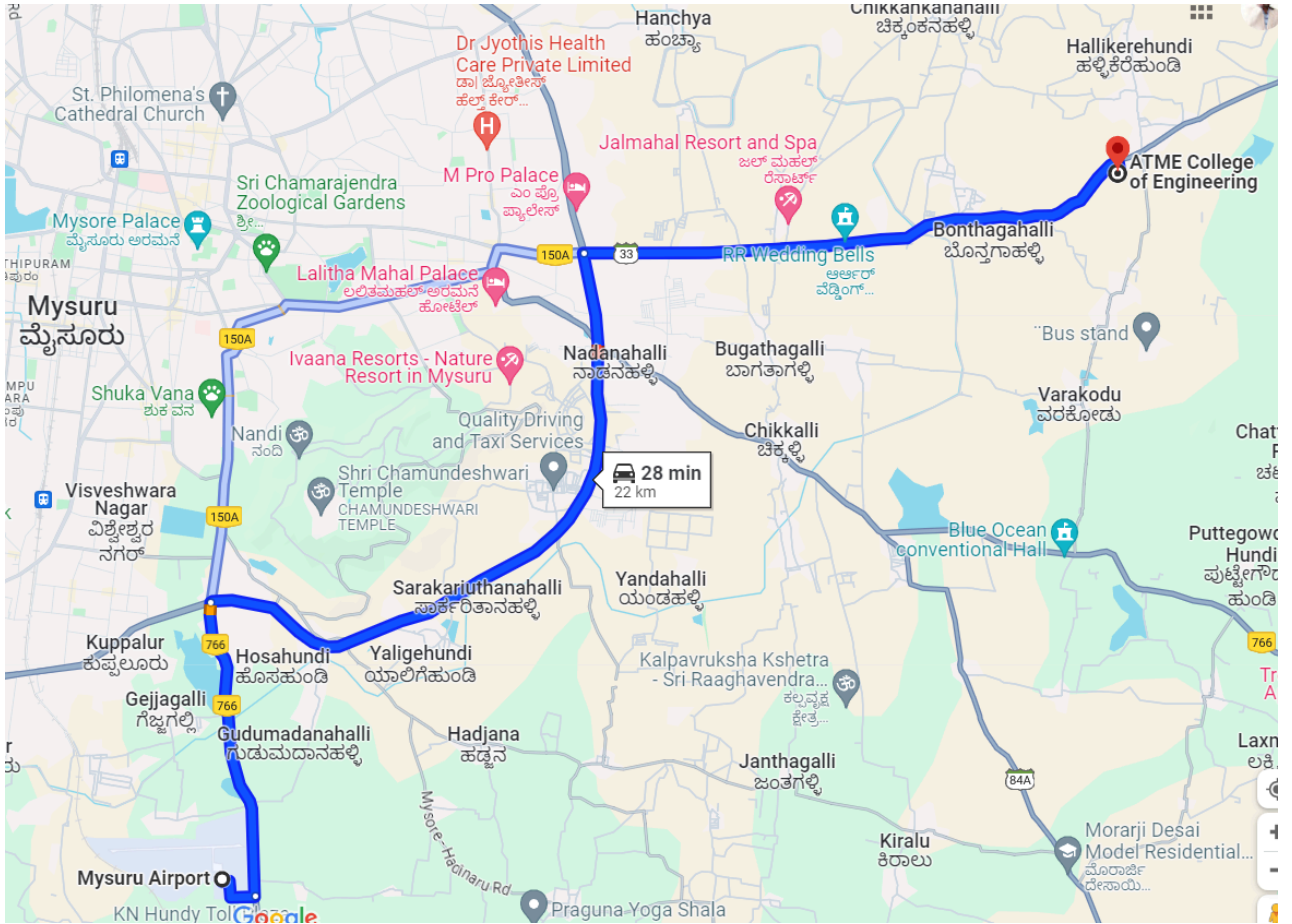
From Infosys to ATME College of Engineering □ 23.1 KM



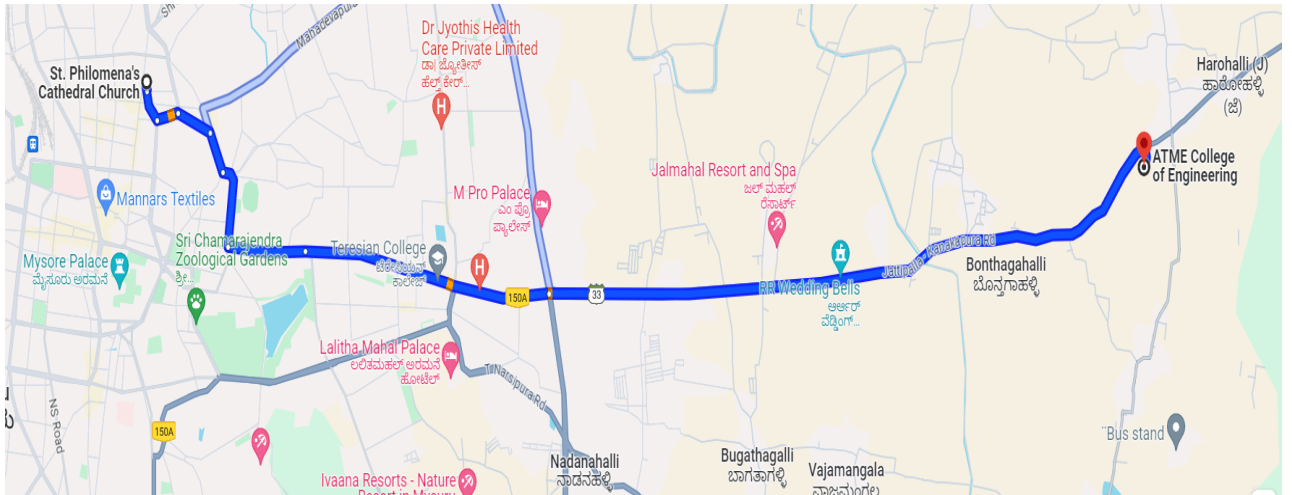
From Suburb Bus Stand to ATME College of Engineering □ 13.7 KM



From Lalitha Mahal Palace to ATME College of Engineering □ 10.3 KM



From Mysuru Airport to ATME College of Engineering □ 22 KM



From St. Philomena's church to ATME College of Engineering □ 14 KM



ATME College of Engineering in the bird view

Auditorium:



The ATME College of Engineering has developed a state-of-the-art campus with the latest and most modern educational facilities. In line with this, have an Auditorium equipped with a superior audio video system with Video conferencing facility which is auto controlled without human interference logically controlled and modulate the music and input source.

Highlighting features of Auditorium:

- Complete soundproof acoustic with aesthetic woodwork
- 400 plus Seating capacity with Foldable Writing pads
- Superior audio video system with Video conferencing facility
- Hall air-conditioned capacity- 60 tons Ducted AC units

Library:

The library is centrally located, and the state-of-the-art library is spread over 700 Sq. Mtrs in two levels with 250 seating capacity. The ground floor acts as a lending section and the first-floor acts as a reference section.

The library is well protected with fire alarm, CCTV-Surveillance. It has specialized collections of Books, Journals and resources in Sciences, Engineering and Humanities, ranging from printed books, E-Books, E-Journals, Back volumes, and CDs/DVDs. The library has NPTEL and Edusat Videos. It is a fully automated library predominantly related to Engineering, Technology and allied subjects.

Look into Library at <https://atme.in/library-3/library/>

Hostel Facility:

ATMECE hostel rooms are comfortably furnished and make for a good home away from home. Girls and boys have separate blocks, and each block has a fixed capacity. There is a range of accommodation options to choose from, for students' convenience. The room contains 3 sets of Bed, Mattress, Almira, Chair, Study Table and Cabinet for each student. Accommodation are available for up to 470 students.

In this kind of accommodation, students have access to aqua guard for hot, cold and normal drinking water .and other leisure/sports activities within the hostel premises. Also includes the following facilities:

- 24×7-hour CCTV Security.
- 24×7 electricity and water supply in the hostels
- Housekeeping services are provided in hostels during day and night.
- Provides medical assistance to the students.
- In house transport services for medical emergencies
- 24×7 Security Service.
- Wi-Fi Enabled.
- Hostel is supervised by the wardens who ensure that utmost care is taken to provide best amenities to the students.
- Mess Serve wholesome and hygienic food.
- To make the stay of the students a pleasant one they are constantly involved by organizing various celebrations and events.

Read ATME Hostel Policy at

<https://atme.in/wp-content/uploads/2023/10/ATMECE-HOSTEL-Rules-Regulation-V3-.pdf>

Amphi Theatre

An amphitheatre is a semi-circular or elliptical open-air venue with tiered seating rising around a central performance area. It evokes the ancient Roman amphitheatres used for gladiatorial contests and public spectacles, but in a college setting, it serves a variety of purposes.

- Hosting outdoor events
- Holding lectures and presentations
- Providing a space for student gatherings
- Creating a scenic outdoor space

Overall, the college amphitheatre is a versatile and valuable space that can be used for a variety of purposes. It is a place for learning, entertainment, and socializing, and it adds a unique element to any college campus.

Cafeteria

ATME has an in-house cafeteria to cater to the appetite of its students and staff. The clean, hygienic food makes you feel at home immediately and the pricing is just right for the students.

The college cafeteria is open to students, staff, community members, and any other visitors to the campus. The cafeteria shall serve hot breakfast, lunch and snacks during all working days. The cafeteria has a wide menu ranging from Indian to Continental to Chinese to help the students/visitors/members coming from diverse backgrounds. The canteen is hygienically maintained to ensure the health and safety of all its students.

The fully equipped canteen server's delicious vegetarian food and is open from 8.00 AM to 5.00PM.

Sports

ATME pursue the mission not only because fitness is a key component to a well-rounded liberal arts education, but because recent research shows that regular physical activity enhances memory, improves cognition and problem-solving abilities, and elevates one's overall sense of well-being.

To prepare physical education leaders of high academic caliber, with a holistic development of body, mind and spirit nurtured with a strong commitment to serve humanity.

The department of physical education and sports of ATME College of Engineering, Mysuru was established in 2010 and has engraved a name for itself in several sports activities in VTU level and State level namely Softball, Baseball, Handball, Cricket, Throw Ball, Weightlifting, Hockey, Wrestling, Best Physique, Table Tennis Wrestling and others games.

Read more about sports at <https://atme.in/sports/about-the-department/>

Department of Civil Engineering

The Department of Civil engineering has grown tremendously over the years. With this small span of time the department has nurtured young minds to produce bright able civil engineers to the society. The department has expertise in almost the entire spectrum of civil engineering, namely in Highway technology, Planning, Design, Construction and Management. The department with its multifaceted faculty continues to maintain and cultivate its strong links with infrastructural industry, academics, and research Along with the curricular the department encourages its students to take part in various cultural-sports-art festivals in and around the country.

Various lab facilities are provided to students here. The labs here provide expertise in Structural Engineering, Transportation Engineering, Geotechnical Engineering, Environmental Engineering, Hydraulics and Surveying. With this state of art infrastructure, the students involves them in research with the guidance of expertise faculties.

Read more at <https://atme.in/civil-engineering/about-the-department-2/>

Department of Electrical Engineering

The Department of Electrical and Electronics Engineering is started in the year 2010 with an intake of 60 students. Presently about 200 students are on rolls from second to fourth year. The department is recognised as a research centre by Visvesvaraya Technological University (VTU), Belagavi to offer PhD and M Sc (Engg.) programs.

The department has well qualified and experienced faculty members with specialization in Power systems, Power Electronics, Energy Systems & Management, CAID, Bio-Medical Signal Processing & Instrumentation and VLSI Design & Embedded systems. All the laboratories relevant to the program are established as per VTU and department is highly committed to bring-in the state of art research laboratories to provide quality education for present challenging societal and industrial needs.

Read more at <https://atme.in/electrical-and-electronics-engineering/ee-about-the-department/>

Department of Mechanical Engineering

The Department was established in 2010 with the intake of 60 students and present intake is 30 students affiliated to Visvesvaraya Technological University. The Department has a total built area of 2000 sq. m. with well-equipped laboratories and state of the art facilities in order to foster the growth of students.

The Department is recognized as Research Centre by VTU during 2015-16. The Faculties of the Department are actively involved in research and consultancy works in the areas of Composite Materials, Fracture Mechanics, Fuels & Lubricants, Energy Systems Engineering and Renewable Energy.

Read more at <https://atme.in/mechanical-engineering/about-mechanical-department-2/>

4.2 Contacts of key personnel

SI NO	NAME	Designation	Mobile NO
1	Dr.L Basavaraj	Principal	9448285641
2	Dr. Sachidananda Murthy K L	Administrative officer	9448678271
3	Dr. L Basavaraj	IQAC Chairman, HOD Dept of ECE	9448790271
4	Dr. Govinde Gowda M S	Dean (Academics)	9972940201
5	Dr. Srinivasa K	Dean (Student Affairs)	9945045415
6.	Dr. Bhagyashree S R	Dean (Research)	9900110944
7	Dr. Parthasarathy L	HOD, Dept of EEE	9035064022
8	Dr. Putte Gowda D	HOD, Dept of CSE	9900622014
9	Dr. Chethan S	HOD, Dept of ME	9535844988
10	Dr. Nasreen Fathima	HOD, CD	9986617206
11	Dr.Anil kumar.C.J	HOD, AI&ML	9986041490
11	Mr. ManuVijay	HOD, Dept of CE	9738601201
12	Dr. Anitha D B	HOD, DS	9731251316
13	Dr. Mahesh Lohith	HOD, Dept of Physics	9845206504
14	Dr. Avinash K	HOD, Dept of Chemistry	9148623123
15	Dr. Pavithra M S	Assoc Prof, Dept of MCA	9945539836
16	Mr. Sudhakar N	HOD, Dept of Mathematics	9480573571
17	Lakshmishree	Placement officer	
18	Mrs. Priya	Librarian	8970331642
19	Dr. Muralidhar. M.P	Physical education Director	9611551921
20	Mr. Rudresh A N	NSS Program Officer	9743580290
21	Mr. Nannayya H.M	Senior administrative Assistant (Fees Section)	9448678271
22	Mr. Nagesh	In charge-Exam section	9886975772

23	Mrs. Leelavathi	Warden (Girls Hostel)	7899571411
24	Mr. Raghavendra	Warden (Boys Hostel)	9590828662

5 Academic calendar and important dates.

Academic Year 2023-24(Odd Semester)		
Semester	Important Events	Dates
1st Semester	Start of the semester	
	1 st IA	
	2 nd IA	
	3 rd IA	
	Last Working Day	
	Lab Exam	
	SEE	
3rd Semester	Start of the semester	
	1 st IA	
	2 nd IA	
	3 rd IA	
	Last Working Day	
	Lab Exam	
	SEE	
5th semester	Start of the semester	
	1 st IA	
	2 nd IA	
	3 rd IA	
	Last Working Day	
	Lab Exam	
	SEE	
7th Semester	Start of the semester	
	1 st IA	
	2 nd IA	
	3 rd IA	
	Last Working Day	
	Lab Exam	
	SEE	

6 Academic Programs.

UG-PROGRAMS	
Branches	Intake
Civil Engineering	60

Computer Science & Engineering	180
Computer Science Engineering (AI & ML)	60
Computer Science and Design	60
Computer Science Engineering (Data Science)	60
Electronics and Communication Engineering	120
Electrical & Electronics Engineering	60
Mechanical Engineering	30
Computer Science & Engineering (Cyber Security)	60
Bachelor of computer application (BCA)	60
PG-PROGRAM	
Master of Computer Applications	120
Master of Business administration	60

Institution COE



COE:CV



COE: CSE



COE: CSE-DS



COE: CSE-D

COE: ECE

COE: CSE-AI&ML



COE: EEE

COE: ME



5 Academic Policies

5.1 VTU Regulation.

The regulations for Visvesvaraya Technological University (VTU) cover a wide range of topics, including:

- Admissions: This includes eligibility criteria, application process, fee structure, and reservation policies. For specific details, you can check the regulations for your desired program, available under "Bachelor's Degree" and "Master Degree" sections on the VTU website:
<https://vtu.ac.in/wp-content/uploads/2022/05/Guidelines.pdf>
- Academic programs: This includes the curriculum, credit system, grading system, attendance requirements, and examination rules. The specific regulations for your program will be available under the "Scheme and Syllabus" section of the VTU website:
<https://vtu.ac.in/b-e-scheme-syllabus/>

- Discipline and conduct: This includes rules regarding attendance, plagiarism, ragging, and other aspects of student behavior. You can find these under the "Circulars & Notifications" section: <https://vtu.ac.in/en/category/administration/>
- Examinations: This includes the schedule, pattern, and revaluation procedures for semester exams. You can find relevant information under the "Model Question Paper" section: <https://vtu.ac.in/model-question-paper-b-e-b-tech-b-arch/>
 - Scholarships and awards: This includes information about eligibility criteria and application procedures for various scholarships and awards offered by VTU. You can find details under the "Student Welfare office" section: <https://vtu.ac.in/en/students-welfare-section/>
 - Graduation and placement: This includes the requirements for graduation, the placement process, and information about career guidance services offered by VTU. You can find relevant information under the "CENTRALISED PLACEMENT CELL" and "Ed – Cell" sections: <https://vtu.ac.in/en/students-welfare-section/>

VTU Website: <https://vtu.ac.in/en/be-btech/>

6 Student Support Services

6.1 Student Mentoring

Student mentoring is a supportive relationship between a more experienced mentor and a less experienced mentee that aims to promote the mentee's personal and academic development. Mentors provide guidance, advice, and encouragement to help mentees navigate academic, career, and personal challenges.

Student mentoring is an important regular activity in the college which is aimed at encouraging and nurturing students to excel in academics and to help them for their overall development.

6.2 Benefits of student mentoring:

- Improved academic performance.
- Increased career preparedness
- Enhanced self-confidence and self-esteem

- Development of critical thinking and problem-solving skills
- Stronger communication and interpersonal skills
- Greater sense of belonging and community

The Department allots a mentor who continues to mentor the student till the completion of his graduation. Mentoring is done periodically to monitor the status of the students. Parents intervening is done if necessary. The parameters of the mentoring process cover:

1. General personality
2. One-on-One support
3. Personality development
4. Academic support
5. Career guidance is offered to the student.

The Kinds of issues student can discuss with the mentor is

- a. Homesickness, Loneliness, Anxiety, Depression.
- b. Problems with studying, preparing and doing exams.
- c. Problems in relationships.
- d. Family problems.
- e. Eating disorders, Drug or alcohol abuse

6.3 Health services available on campus.

- The health Centre functions to provide immediate medical and first aid to all students and staff if the situation arises.
- The health Centre is well equipped with respect to the availability of basic health-related facilities like a thermometer, sterilized dressing drum, weight measuring machine, B.P operator and basic medicines, etc.
- The Medical Consultant will be available in the college premises for all medical emergencies from 9.30am to 12.30pm on weekdays.

6.4 Library facilities and resources.

- Library is like Knowledge center and is the heart of the institute. The user's satisfaction is the main motto of library services, and it is key success of library. The main role of an engineering college library is to satisfy the needs of its users. ATMECE Library and

Information center established in October 2010. The library attracts students, teachers, researchers, educational administrators, and other users from different branches of the college.

- The library is centrally located, and the state-of-the-art library spread over 700 Sq. Mtrs. in two levels. The ground floor acts as a lending section and first floor acts as a reference section. The reference section with a capacity of about 200 students is set against a vast expanse of greenery and is ideal for students who want to refer books in a serene atmosphere. The primary objective of the library is to support the educational and research programs of the institute by providing physical and online access to information, consistent with the present and the anticipated educational and research functions of the institute.
- The library is well-protected with fire alarm, CCTV-Surveillance. It has specialized collections of Books, Journals and resources in Sciences, Engineering and Humanities, ranging from printed books, E-Books, E-Journals, Back volumes and CDs/DVDs. The library has NPTEL and Edu sat Videos. It is a fully automated library predominantly related to Engineering, Technology and allied subjects.

6.5 Library Services

- Books Circulation Service
- Reference Service
- Access to e-Journals & e-Books
- Access to Free Books & Journals
- Digital Library
- Current Awareness Service
- Selective Dissemination of Information
- News Paper Clipping
- User Awareness Program
- Online Public Access Catalogue (OPAC)
- Reprographic Service

6.6 Library Rules

- The library users are requested to sign in the Gate Register when they enter & Leave the Library as well.
- Making noise, spitting, smoking, Bringing and using Mobiles inside the library is strictly prohibited.
- No refreshments or foodstuffs of any kind shall be consumed anywhere inside the library.
- ID cards / Books or reference material should be shown at the counter during entry / exit.
- Library staffs are authorized to examine everything that moves in and out of the library.

- Books and other library materials borrowed from the library for reference must be refereed in the library premises only and should not be taken outside the library.
- If books issued to a member are found mutilated at the time of return, he/she shall have to replace or pay the price of the book. Therefore, members are requested to check the books thoroughly before getting them issued.
- When the Users have any complaint about the services provided by the library, they should not enter into argument with the library staff. Instead, they are advised to bring it to the notice of the Librarian.
- Users should come to the library in person to borrow and reserving the books.
- Users should follow all rules decided by the library authority from time to time. And copy of the same will be made available to the Users.
- Librarian is entitled to cancel membership of any person found taking unauthorized books from the library.
- Suggestion / Complaint Registers are available at Reading room counter.
Look into Library at <https://atme.in/library-3/library/>

6.7 Career Guidance and Placement Services.

ATME College of Engineering has a dedicated Career Guidance and Placement Cell (CGPC) that assists students in making informed career choices after completing their engineering education.

The CGPC provides facilitation and encouragement to students in the areas of

- Placement
- Higher education
- Entrepreneurship
- Civil services.

The cell is committed to providing comprehensive guidance and support to help students explore various career options and choose the one that best suits their interests, skills, and goals.

Read more about Career Path: <https://atme.in/career-path/>

TRAINING - ROAD MAP

The road map is designed to provide students with structured training in Communication skills, soft skills, Aptitude, domain-specific technical training, and pre-placement training.

Sl no	Semester	Skills & Training offered
1	II	<p>Communication skills:</p> <p>In the Second Semester, the focus is on Communication skills, where students are trained in the basics of English language proficiency, including grammar, vocabulary, and pronunciation. They are also trained in effective communication skills, such as listening, speaking, and writing. This training helps students to develop their confidence and proficiency in using English as a medium of communication.</p>
2	III	<p>Soft Skills:</p> <p>In the Third Semester, the focus shifts to Soft Skills training, where students are trained in skills such as teamwork, leadership, time management, problem-solving, and interpersonal communication. This training helps students to develop their overall personality and improve their employability skills.</p>
3	IV, V, VI, VII	<p>Aptitude training:</p> <p>In the Fourth semester, the focus is on Aptitude training, where students are trained in logical reasoning, quantitative aptitude, and verbal reasoning. This training helps students to prepare for various competitive exams and placements</p>
4	IV, V, VI, VII	<p>Domain-Specific Technical Training:</p> <p>In the Fourth, Fifth, Sixth and Seventh Semester, the focus shifts to Domain-Specific Technical Training, where students are trained to acquire required skillsets in a particular career path. ATME is partnered with reputable companies and organizations to provide our students with the best possible training and certification opportunities. These programs are designed to provide in-depth knowledge and skills in specific domain, and often include hands-on training, practical applications, and industry-relevant projects.</p>
5	VII	<p>Pre-placement training:</p> <p>In the Sixth semester, the focus is on Pre-placement training, where students are trained in skills such as resume building, interview skills,</p>

		group discussions, and mock interviews. This training helps students to prepare for the placement process and improve their chances of getting placed in reputed organizations
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To summarize, the semester-wise road map developed by ATME College of Engineering is a well-structured and comprehensive training program that empowers students with a wide range of skills that are essential for their academic and professional success. With this training, students are well-prepared to face the challenges of the rapidly evolving job market and achieve their career goals.

6.8 Grievance Redressal Mechanism.

Grievance Redressal

In accordance with All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/Legal112012, dated 25.05.2012 a Grievance Redressal Committee has been constituted. The objective of Grievance Redressal Committee is to prevent regarding unfair practices, alleged discrimination, and addressing the scholarship issues and sexual harassment cases and to provide a mechanism to students and stakeholders for Redressal of their grievances.

Objective: It is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

The Roles & Responsibilities of Grievance Committee is as under.

- The Grievance Redressal Committee shall consider all grievances submitted in writing or online by an individual member of the Institution regarding employment/ association, working conditions and any other alleged injustice done to an employee/ student while discharging his/her duties at the Institution.
- The member secretary shall call for a meeting and the member Secretary shall present the case before the committee for resolution. Both the complainant and the respondent need to be present along with any other person whose presence is required for the speedy resolution of the grievance.
- The Grievance Redressal Committee will study the documents namely, petition/application, the relevant documents, the statements of complainant, the statements of respondent and

statements of witnesses, and shall discuss with those concerned and submit its recommendations to the Head of the Institution within one month, if possible, but in any case, not beyond three months, for further action.

- In case of false and frivolous complaint (if proved), the Grievance Redressal Committee will recommend Head of the Institution/ Disciplinary Committee to take appropriate action against the complainant.
- In resolving the grievances before it, the GRC will follow principles of natural justice.
- The Grievance Redressal Committee may mediate between the complainant and respondent, if required.

In the case, the complainant not satisfied with the decision of the Committee, they may send their appeals to the “OMBUDSMAN” appointed by the Affiliating University. The OMBUDSMAN will fix a date for hearing the Complainant which shall be communicated to the Institute and the aggrieved person. The Institution shall comply with the order of the ombudsman.

6.9 Stages of Resolution of Grievance

Stage 1 – Once the Student has submitted his/her complaint, it will be notified to the respective counsellor and the copy of which will be notified to the respective HOD, Principal.

Stage 2 – Immediately the counsellor contacts the students, understand the student’s grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on online Grievance Redressal Module which is reflected to students, respective HoD and the Principal.

Stage 3 – If the student is ‘Satisfied’ with the resolution by his/her counsellor the grievance matter will be closed. If not, the student will click on the ‘Dissatisfied’ button and the same matter will be escalated to the respective HOD and a copy to Principal.

Stage 4 – Immediately the HOD contacts the students, understand the student’s grievance, and give a solution after discussing the issue with the concerned person. Such resolution will be recorded on online Grievance Redressal Module which is reflected to students, and the Principal.

Stage 5 – If the student is ‘Satisfied’ with the resolution by the HOD, the grievance matter will be closed. If not, the student will click on the ‘Dissatisfied’ button and the same matter will be escalated to the principal.

Stage 6 – The principal now looks into the grievance matter and provide a solution to the issue.

Stage 7 – If the student is ‘Satisfied’ with the resolution by the principal the grievance matter will be closed. If not, the student will click on the ‘Dissatisfied’ button and the grievance will be forwarded to the Institute’s Grievance Redressal Committee.

7 Student Life

7.1 Extracurricular activities and clubs.

ATMECE provides a platform for students to exhibit their talents and skills. It provides a forum through cultural activities for like-minded people to meet each other, exchange ideas and grow into fuller human beings.

The various student forums and clubs in which student can get himself engaged are as follows.

- Indian Society for Technical Education- ISTE
- The Institution of Engineers (India) - IEI
- Entrepreneurship: E-Cell
- Mechanical Engineering Association-MEA
- ECHELEON
- Innovation Club
- Quantum
- Computer Society of India –CSI

7.2 Housing facilities (if available) and residential life guidelines.

- a. The ATMECE Hostel Facility comprises of 2 blocks. One block is meant for girl hostelites and one block for Boy hostelites.
- b. The hostel facility has been designed and constructed keeping in view the conducive ambiance for learning.
- c. The support staffs provided at hostels is to facilitate your stay and make it as comfortable as possible. Please treat them with respect. If you have any problems with them, please direct your complaints to the Hostel Administration, rather than handling them yourself.

- d. You will have to act as custodians of the property; therefore, its usage should be done with care. You will be liable to pay for any loss or damage caused to it. In case of loss by a group of hostelites, the residents of the entire floor/building will be fined. This is done with a view to encourage reporting of undisciplined hostelites by the hostelites themselves.
- e. ATMECE treats all its hostelites equally. Your roommate is entitled to equal rights of occupancy and access to any material of common use. We expect you to have a courteous attitude towards your roommate and not indulge in any activity that is not in accordance with common code of social conduct.
- f. The hostel provides a cot, a study table, a chair and a wardrobe. Every hostel has limited hour hot water facility, drinking water and visitor lounge.

Read ATME Hostel Policy at

<https://atme.in/wp-content/uploads/2023/10/ATMECE-HOSTEL-Rules-Regulation-V3-.pdf>

8 Sports facilities and activities.

The department of physical education and sports of ATME College of Engineering, Mysuru was established in 2010 and has engraved a name for itself in several sports activities in VTU level and State level namely Softball, Baseball, Handball, Cricket, Throw Ball, Weightlifting, Hockey, Wrestling, Best Physique, Table Tennis Wrestling and others games.

8.1 Scholarships and Awards in sports

During admission ATME College of Engineering is providing free ship/Scholarship/Fee Concession to 50 students getting admission at 1st year, in recognition of their outstanding achievements in meritorious academic, co-curricular, sports and extra-curricular activities.

- Students of first year, who are selected to represents the VTU team are given blazer. For the second time of representation, they are given a cash prize from the University.
- Students who are winning in the Inter university competitions are given a cash award from the University.
- College Management cash awards & track suits for the students who represent University team in South Zone & All India Inter University tournaments.

8.1.1 SPORTS AIDS:

- All the players will provide attendance for representing the college team in all sports & cultural activities through the principal as per the college norms.
- College management will provide sports uniforms for all the college team players to participate in the VTU Inter Collegiate sports events and provide track suits for achievers.
- There will be an additional internal given to the students; if in case they miss the regular internals due to V.T.U inter collegiate tournaments or any prestigious invitational tournament.
- College management will provide entry fee & TA/DA for all the college teams to participate in V.T.U inter collegiate tournaments or any prestigious invitational tournament.

Read more about sports facilities at <https://atme.in/sports/about-the-department/>

Financial Information: ATME College of Engineering, Mysuru is a renowned institute offering a variety of undergraduate and post graduate courses. The fees structure for all the courses may vary depending on the category of admission.

Fee's structure and payment procedure

- The fee shall be paid for the full year during the admission process.
- Mode of fee payment for students is through online transfer or NEFT. Existing students must pay their fee through their student account AIMS.
- Absence with or without leave from the college shall not be an excuse for non-payment of fees on the prescribed date.
- Students are expected to pay the fee for the next higher class and to clear all their dues including fine for breakages or damages before collecting the admission ticket for the Semester End Examination.

<https://atme.in/fees-structure/>

8.2. Scholarship and financial aid details.

8.2.1 VIDYAASARE Free ship / Scholarship

As per the resolution passed in 14th Governing Council Meeting of ATME College of Engineering, Free ship/Scholarship/Fee Concession will be granted to 50 students getting admission at I year, in appreciation of their outstanding achievements in meritorious academic, co-curricular, sports and extra-curricular activities. The concessional fee will be for 50 students on first come first serve basis. To calculate the concession slab, only the CET ranking will be considered.

Note:

* Tuition Fee concession is extended only for direct Admission under Management quota.

** College & Transportation Fee concession is extended for all (CET, COMED-K & Management) quota seats.

Sl. No.	CET Ranking	Tuition Fee Concession	College Fee Concession	Transportation Fee Concession	Remarks
1	1 to 5000	Free	Free	Free	All 4 Years
2	5001 to 10000	50%	50%	50%	All 4 Years
3	10001 to 20000	25%	25%	25%	All 4 Years
4	20001 to 25000	25%	25%	25%	First 2 Years
5	25001 to 35000	25%	25%	25%	First year only

Regular Student Free ship/ Scholarship Fee Concession

ATME College of Engineering is providing scholarships for toppers of all Departments for each Academic Year, two toppers of each department are being conferred with scholarships. The 1st topper, 2nd topper of the department will be given scholarship. The student free ship/ scholarship fee concession rate may vary every year as per the notification by Institution.

8.2.1 Other Scholarships

- State scholarship portal (SSP)- All category students.
- National scholarship portal (NSP)- Minority Students.
- Karnataka State Department of Agriculture (KSDA)- Raitha Vidyanidhi for the students whose parents are formers.
- AICTE Pragathi and Saksham for girls Students.

<https://atme.in/scholarships/#1594274825519-8f1de643-1f1f>

8.3 Need Based Financial Aid

ATME College of Engineering has decided to encourage the welfare of the students by providing the financial support for the students whose financial condition is weak. The eligibility for this scholarship is solely on the basis of income of the student's family.

8.4 Education Continuity Insurance

- Personal Accidental Insurance coverage for all ATMECE students.
- Covers both on-campus as well as off-campus.
- Covers the medical expenses on hospitalization.
- Provides relief fund of Rs. 2 Lakhs to Parents in case of death of the students.

Outstanding fee amount will be paid as a lump sum to the Institution on the accidental death and/or permanent total disability of the earning parent thereby ensuring education continuity of the student.

9 Student Code of Conduct:

9.1 Rules and regulations governing student behaviour on campus.

ATME-College of Engineering, Mysuru, provides the students with the very best educational experience possible. Discipline is the key and watchword of ATME to bring balance in every walk of life. The institution believes in developing informal education and inner strength among the students. They should try to inculcate the same within themselves, which would subsequently be manifested in their external conduct.

To that end, the fundamental purpose of the colleges' student code of discipline is to promote and protect the rights, welfare, intellectual integrity, safety, property, and health of all members of the Institute, as well as to promote the orderly operation of the college and to safeguard its property and facilities.

The activities related to bullying, racism, sex, and other antisocial behavior will not be tolerated. The highest standards of behavior are expected, and the college will take whatever actions are needed to ensure maintenance of the standards. The Institute will ensure that there is no differential application of the policy on any grounds, particularly ethnic or national origin, culture, religion, gender, physical disability, etc. Students have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported to the college authorities.

This code, based on the principle that each student assumes his or her individual responsibility to abide by it, pertains to any individual who is currently enrolled in any of the Programs offered by ATME and applies to misconduct committed in the college premises or during college related activities off college premises. All the students admitted in the college will have to give an undertaking regarding general conduct & behavior.

9.2 Disciplinary action for violation of rules and regulation.

- Anybody violating the undertaking given at the time of admission will be expelled from the college.
- The College expects each student to be a model of excellent character. Misconduct will not be tolerated, and disciplinary action will be taken against students who are guilty of violating the policies and regulations of the College. Disciplinary action will consist of either dismissal from a class with a failing grade or dismissal from the College or both. The disciplinary action will be taken by the principal after a proper investigation.
- Students shall refrain from any other act which may be considered by the Principal or the Discipline Committee to be an act of violation of discipline.
- Any student:
 - who is persistently insubordinate?
 - who is habitually irregular in attendance or inattentive to work in the class?
 - who is repeatedly or wilfully mischievous, or obscene in words or act?
 - who is guilty of fraud or malpractices at examinations?
 - who indulges in movements which lead to communal ill feelings or Enmity?
 - Students will be punished according to the prescribed norms.
- These rules of discipline are always subject to change, modification, addition, omission, or alteration and shall be modified, whenever the Management deems it fit and proper. The management is empowered to make or alter any Rules of the college at any time.
- If, for any reason, the continuance of a student in the College is found detrimental to the best interest of the college, the concerned student may be asked to leave the college without assigning any reasons and the decision will be final and binding on the student.
- Acts of misbehaviour, misconduct, indiscipline or violation of the Rules of Discipline mentioned herein are liable for one or more of the punishments as stated below:
 - a. Warning to the student(s).
 - b. Warning to the student as well as letter to parents.
 - c. Imposition of a fine including collective fines.
 - d. Recovery of pecuniary loss caused to College Property.
 - e. Expulsion from the Department / Hostel / Mess/ Library for a specified period or for the whole Term/Year.
 - f. Refusal of admission in the specific term or academic year.
 - g. Cancellation of admission.
 - h. Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.

- i. Suspension from the Class/Department/College
 - j. Suspension of any other Facilities provided.
 - k. Debarring from an examination.
 - l. Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other bodies.
 - m. Detention
 - n. Expulsion from College for a specified period.
 - o. Disqualifying from further studies, or prohibition of further admission or re-admission
 - p. Rustication.
- As the Principal has the overall responsibility for the maintenance of discipline and proper academic atmosphere in the campus, he shall be the final authority in disposing of disciplinary matter without prejudice in the larger interest of the college.
 - Matters not covered herein will be decided at the discretion of the principal.
 - All powers relating to discipline among the students are vested in the principal. The principal may delegate all or any of his powers as he deems proper to any of the Officers of the College specified by him. The principal's decision shall be the final in all matters of punishment for violation of any of the rules and regulations of the College.
 - Any student against whom a charge of misconduct has been made may be suspended from the rolls of the College, pending enquiry or pending trial on a cognizable offence by a court of law.
 - Penalties on the offences relating to Examination will be dealt by the relevant bodies.

9.3 Public Media

Students are not encouraged to pass on their comments, derogatory remarks, disobedience, defaming, & frustrated behaviour in the social media platform.

- A student is prohibited from interacting or speaking on behalf of the college without permission.
- A student is reframed from media about the college matters.
- No student is allowed to approach the media to address the grievance mechanism.
- No student is authorized to share any damaging comments in any of the social media such as face book, twitter, you tube etc., either about the staff, faculty, and other officials of the college

- No student is entitled to post any kind of damaging statement that may defame the institution and damage the credentials of the individuals such as staff, faculty, co student and any other officials of the college in the social media.
- No student is entitled to violate the cyber law of the land, such students found guilty will be initiate disciplinary action as per the norms of the institution.
- Student has to confine their use of social media for the sake and purpose of the academics.

9.4 social media

A student is prohibited from filming, recording, photographing, posting or sharing class proceedings, faculty, fellow student and any other individual without consent. In addition, students are prohibited to use social media for the following:

- To harass, threaten, insult, defame or bully another person or entity.
- To violate any College policy
- To engage in any unlawful act, including but not limited to gambling, identity theft or other types of fraud.
- To post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
- To post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright.
- To post trademarked content (such as logos, names, brands, symbols and designs) without permission from the trademark owner.
- Students should express only personal opinions. Never represent yourself as a spokesperson for the College unless authorized to do so. If the College is a subject of the content you are creating, be clear and open about the fact that you are a student and make it clear that your views do not represent those of the
- No student is allowed to troll about the college its faculty, staff or about his or her peer in any of the social media.
- No student is allowed to pass unnecessary negative comments, or un parliamentary discussions in the social media.
- In case, if any of the above said incidences are brought to the notice of the principal and other administrative authorities, then disciplinary action shall be initiated as per the norms of the Institution.

9.5 Consequences of Plagiarism

If a student uses someone else's words or ideas without properly crediting them, a student could be committing plagiarism. The exact consequences of plagiarism depend on the institution's rules and the type of plagiarism. Plagiarism in colleges can be deliberate or accidental, but it almost always has serious consequences. A student that plagiarizes or otherwise engages in academic dishonesty face serious consequences. Sanctions may include but are not limited to.

9.5.1 Accidental Plagiarism

If a student unintentionally plagiarizes, and have no previous infractions, then the college will lower a student's grade or fail a student for the course.

9.5.2 Deliberate Plagiarism

If a student intentionally commits plagiarism (for example, by copying and pasting text or paraphrasing another author's ideas without citing the source), a student will probably fail the assignment or the course, be subject to disciplinary action, and potentially be suspended. If the college finds that a student have directly plagiarized (i.e. by submitting a paper that is wholly or mostly someone else's work and passing it off as his own), a student could be expelled from the program, college and university.

The common consequences/punishments are.

- Grade penalties.
- Failing in the respective course
- Facing disciplinary action
- Suspension or expulsion from the college
- Failure on an assignment, grade reduction or course failure, suspension, and possibly dismissal.
- Faculty members should consult the Office of the Dean of Student Affairs to determine if a formal complaint should be filed.
- Apart from the immediate consequences, being caught plagiarizing is likely to result in a black mark on the students' academic or professional record, creating problems for a student future career.
- To avoid plagiarism, it is essential to properly cite sources in every piece of writing that one submits.

9.6 Penalties for Students (UGC)

Penalties will be given to students according to the decision of the Plagiarism Disciplinary Authority (PDA). The punishments given to students for plagiarism for different levels of severity are given below:

1. **Level 1 (10%-40%)** – the student will not be given any mark or credit, and revised script must be resubmitted within a stipulated time period which does not exceed 6 months.
2. **Level 2 (40%-60%)** – the student will not be given any mark or credit, and the revised script is to be resubmitted between 1 year and 18 months.
3. **Level 3 (above 60%)** – the student will not be given any mark or credit and their registration for that course will be cancelled.

If a student repeats such act of plagiarism, then the punishment will be for the next level to the one previously committed. The punishment stays the same and registration will be cancelled in cases of the greatest level of plagiarism.

If degree or credit has already been obtained and the accused has been proven to have plagiarized content, then said degree or credit will be suspended for a stipulated time.

9.7 Projects - No Outsourcing

We are today in the knowledge driven world where knowledge – assets rather than physical – assets and natural assets are considered more relevant in creating competitive and differential advantages. For this reason, attempts are made at micro and macro levels to increase the stock of knowledge assets as a strategic choice for increasing development at diverse levels. A student is assigned with project work in their final year or pre final year to develop a better understanding of concepts and methods in a particular subject. A project work will enhance deeper understanding of the discipline and enhance greater confidence and independence to work in a selected domain or field of technology.

In this process a student is expected to present originality in his project work. An original work is not that work that is received from others, nor one copied from or based upon the work of others. It is a work created with a unique style and substance. The term "originality" is often applied as a compliment to the creation of something new in its own fashion.

The important aspects that should be remembered while developing a project are:

- The selection of the project.
- Novelty in work.
- Methodology adopted.
- Dealing with new issues.

- New findings in the project.

A student who is undergoing a project work should not indulge in the following:

- Copy writes violation.
- Plagiarism violation
- Copying an existing project from same institution or other institution (However a project can be developed by getting inspired from an existing work).
- Completely copying the existing work from internet or any other source.
- Punishment for copying a project work will be dealt in a similar manner as dealt with the plagiarism issue.

9.8 Procedures for course registration, withdrawal, and re-admission.

Course Registration: <https://atme.in/circulars/#1698908328560-018606ee-4d86>

Withdrawal and re-admission: <https://vtu.ac.in/en/be-btech/>

Note: The College reserves the rights to make suitable changes in the code of discipline as and when required in the interest of student community and the institute.

10 Safety and Security:

Emergency procedures and contacts.

10.1 Fire

In the event of fire, the appropriate response is to shut down any equipment near you, warn others nearby, then evacuate and pull the nearest fire alarm. This is the procedure:

1. Call for help.
2. Feel doors, if cool, crack slightly to observe fire.
3. If the fire is small and contained. Get a fire extinguisher.
4. If you cannot extinguish the fire, evacuate immediately, and then pull the fire alarm.

Contact: Security

10.2 Accident in campus

In the event of an accident where someone is hurt, the appropriate response is to perform standard first aid. Do not panic! Check the status of the victim. If the victim is unconscious, do not move them unless there is immediate danger.

Contact: Security

10.3 Campus safety guidelines and protocols.

ATMECE has an innate green campus with an experienced and excellent security system on campus, so that our students and staff stay safe inside and outside of the college premises. The Campus is checked 24X7 by utilizing surveillance cameras, to avoid any inconsistencies from occurring. We hire experienced security personnel, so that they can detect any problems, and protect the students, to offer a fear-free life during their association with the campus.

These are the facilities on campus:

1. 24×7 CCTV surveillance
2. 24×7 security experienced security personnel
3. Fire safety system on campus.
4. Awareness training programs

Appendices

STUDENT ACCEPTANCE

(College Copy)

I _____ son/daughter of _____ admitted for the Bachelor of Engineering program in ATME College of Engineering in the year 20__ has carefully read the Students' Conduct & Discipline Rules and I hereby agree to abide by all the regulations. The college may take the necessary action against me, if I am found violating these rules.

Student ID: _____

Branch: _____

Signature of the Parent

Date:

Signature of the student

Date:

STUDENT ACCEPTANCE

(Student Copy)

I _____ son/daughter of _____ admitted for the Bachelor of Engineering program in ATME College of Engineering in the year 20__ has carefully read the Students' Conduct & Discipline Rules and I hereby agree to abide by all the regulations. The college may take necessary action against me if I am found violating these rules.

Student ID: _____

Branch: _____

Signature of the Parent

Date:

Signature of the student

Date:

