

MITE

MANGALORE

Student Handbook & College Calendar-2024



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NAAC with A+ Grade & ISO 9001:2015 Certified Institution

Vision

“To attain perfection in providing Globally Competitive Quality Education to all our Students and also benefit the global community by using our strength in Research and Development”

Mission

“To establish world class educational institutions in their respective domains, which shall be Centers of Excellence in their stated and implied sense. To achieve this objective we dedicate ourselves to meet the challenges of becoming Visionary and Realistic, Sensitive and Demanding, Innovative and Practical, Theoretical and Pragmatic; ALL at the same time”

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Student Handbook & College Calendar-2024

First Year Bachelor of Engineering (B.E.)

**A Unit of
Rajalaxmi Education Trust®
Mangalore – Karnataka**

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BIO - DATA

Name :

USN :

Branch / Section :

Year :

Local address :

.....

.....

Pin :

Telephone No :

Local guardian :

Contact number :

Permanent number :

.....

.....

Pin :

Telephone no :

Hostel block number & room number :

Blood group :

Food habit : Vegetarian / non-vegetarian

ABOUT THE INSTITUTION:

Mangalore Institute of Technology & Engineering (MITE) was established in the year 2007 by Mr. Rajesh Chowta under Rajalaxmi Education Trust, Mangalore. MITE is a premier Autonomous institution affiliated to Visvesvaraya Technological University (VTU) Belagavi, Karnataka and recognized by All India Council for Technical Education (AICTE), New Delhi. MITE is established with the objective of promoting research oriented advanced courses in the field of Technology, Engineering & Management, and achieving excellence in education. MITE is committed to promote and propagate quality education on par with international standards. It is our earnest ambition to groom individuals and turn them into top quality professional with high intellectual capabilities and strong moral values. MITE takes this opportunity to dedicate itself for building an institution of excellence in the field of technology and engineering education. MITE has been **accredited by National Assessment & Accreditation Council (NAAC) with A+ Grade** and with a CGPA Score of 3.44. Also, 07 of the UG programs are **accredited by National Board of Accreditation (NBA)**.

Industry & Institute Collaboration

Alliances with Global Universities

MITE looks outward and intends to reach out to the world at large. Good practices and the most recent research inputs from globally reputed institutes have made MITE rich in content and culture. In an era where businesses have become global, international exposure is the key to success in today's economy. It is important for students to appreciate cultural differences and gain insights on foreign policies. Regular exchange of students and faculty between MITE and some of the renowned global institutes is a common practice and MITE has MoU's with the following universities:

- a. Binghamton University, State University of New York, USA
- b. M.D.I.S, Singapore

Industry Connect

MITE has always strived towards orienting students to standards that would make them globally competent and employable by providing appropriate value-added programs and industrial certifications. Industry linkage with the institution bridges the education-employability gap effectively. The alliance with the industry complements the curriculum, enhances their capability, and presents them with great avenues that would act as a launch-pad for their successful career. MITE over the years has inked connect with the following reputed industries:

- a. Bosch Rexroth Center for Competence in Automation Technologies
- b. Siemens Center of Excellence in Digital Design, Validation & Digital Manufacturing
- c. KPIT Technologies
- d. Carl Zeiss for Industrial Metrology
- e. UiPath for Robotic Process Automation
- f. Toyota Industries Engine India Pvt. Ltd
- g. National Highway Authority of India(NHAI)
- h. Salesforce
- i. MongoDB
- j. CSIR-NAL
- k. MathWorks

IMPORTANT CONTACT NUMBERS

Trust office: (0824) 2441581 / 82

Principal: (08258) 262698

MITE Office: (08258) 262695/96/97/98/99

MITE Hostel:

	Boys Hostel	Girls Hostel
Chief Warden	663643170	7026626656
Warden	6363591337, 9922956788, 9108248972	7259208540, 7204769546

Abbreviations

AICTE	: All India Council for Technical Education
UGC	: University Grants Commission
VTU	: Visvesvaraya Technological University
MITE	: Mangalore Institute of Technology & Engineering
NBA	: National Board of Accreditation
NAAC	: National Assessment & Accreditation Council
SGPA	: Semester Grade Point Average
CGPA	: Cumulative Grade Point Average
UG	: Undergraduate
PG	: Postgraduate
CIE	: Continuous Internal Evaluation
ABA	: Activity Based Assessment
PAC	: Program Assessment Committee
SEE	: Semester End Examination
BoS	: Board of Studies
AC	: Academic Council
GB	: Governing Body
GoK	: Government of Karnataka
HEC	: Higher Education Council
CoE	: Controller of Examination
ACE	: Academic Calendar of Events
GoI	: Government of India
USN	: University Seat Number

1. ACADEMIC REGULATIONS

1.1 Programs offered at MITE:

Mangalore Institute of Technology & Engineering proudly offers diverse range of 10 undergraduate engineering programs, design to empower students with cutting-edge skills and Industry-relevant knowledge. Each program is meticulously crafted to nurture innovation and prepare future leaders in technology and engineering.

Table 1: UG degree programs offered (B.E)

No	Program
1	Aeronautical Engineering
2	Artificial Intelligence & Machine Learning
3	Computer Science & Engineering
4	CS & E (Artificial Intelligence & Machine Learning)
5	CS & E (IoT & Cyber Security with Block Chain Technology)
6	Electronics & Communication Engineering
7	Information Science & Engineering
8	Mechatronics Engineering
9	Mechanical Engineering
10	Robotics and Artificial Intelligence

Table 2: PG degree programs offered

No	Program
1	Master of Business Administration
2	Master of Computer Applications
3	Master of Technology in Computer Science & Engineering

The Research programs at MITE are:

1. M.Sc (Engg.) by Research
2. Doctor of Philosophy (Ph.D.)

Table 3: Research centres of MITE recognized by VTU

No	Program
1	Computer Science & Engineering
2	Electronics & Communication Engineering
3	Civil Engineering
4	Mechanical Engineering
5	Physics
6	Chemistry
7	Mathematics

1.2 Program duration

The duration of all the full-time academic programs (UG/PG) is the same as that is prescribed by the VTU regulations and notifications received by the University from time to time:

- For B.E, it is a minimum of four years and a maximum of 8 years for completion.
- For MTech, M.B.A, and M.C.A, it is a minimum of two years and a maximum of 4 years for completion.
- Ph.D. (Full-time/Part-time) and M.Sc. (Engg.) by research program shall have duration as permitted by the parent university.

1.3 Admission of students

The admission of students to various UG, PG, and research degree programs listed under Section 1.2 is governed by the policies framed by UGC, State Government, AICTE, and the policies / practices being followed by the parent university.

In particular, the admission of students for PhD programs shall be made by the parent university by associating the concerned officials of MITE in the process as per the provisions in the regulations of VTU.

As per the prevailing practice in the VTU, there is a provision for candidates with a diploma or any other qualification approved by the UGC

and the AICTE to join UG Degree programs at the beginning of the second year of the 4-year degree program.

The students can opt to migrate from one branch or specialisation to another branch or specialisation at the same college or another Autonomous/ Affiliated/ Constituent College under the VTU at the beginning of the second year. In these cases, the regulations of the VTU/AICTE shall be followed and additional or equivalent courses to be taken/dropped by the students shall be decided by the “equivalence committee” constituted and approved by the Academic Council of MITE.

Eligibility criteria for the admission of students from **other universities to MITE** shall be fixed by the Academic Council of MITE, by getting the individual cases examined by the concerned Board of Studies/Equivalence Committee in prior, following the rules framed for the same. The names of the candidates qualifying for admission with necessary recommendations shall be sent to parent university for its approval.

1.4 Academic Year:

MITE shall follow the semester scheme for all the programs offered, which is prevailing in the Parent University. An academic year consists of two regular semesters (odd & even).

There shall be a total of ≥ 180 academic days for an academic year (Minimum of 90 academic days for a regular semester). The Academic Calendar of Events, containing the details of all the activities of a semester will be provided to the students before the commencement of the semester. The major activities of an academic year are given in the schedule shown in Table 4.

Table 4: Schedule of an academic year (in weeks)

Activity	Odd/Even Semester
Coursework (Including registration)	16.0
Examination preparation	3.0
Semester End Examination (SEE)	
TOTAL	19.0
Declaration of results: Three weeks from the date of last Examination	

1.5 Registration for Courses

A student shall register for the coursework at the beginning of a semester. A period of 2-3 days shall be specifically assigned for this process in the Academic Calendar of Events for the students to discuss with the course instructors, faculty advisor and complete the formalities without fail. A student is allowed to register for not more than 28 credits in a semester (including the courses marked as Not Eligible (NE) and additional courses registered for the award of Minor/Honors degree).

1.6 Credit System

The various pedagogical methods of course delivery facilitated in terms of numbers of hours allotted per week in the entire semester is quantified in terms of credits. One credit shall be equal to:

- a. Theory course conducted through lectures for 1 hour/week for a regular semester.
- b. Laboratory course or tutorial sessions conducted for 2 hours/week for a regular semester.

A credit structure for a course, based on the above definition is given in Table 5. This shall be applicable to all programs offered by MITE.

Table 5: Credit Structure for Course

Lectures (L) (Hours/Week)	Tutorials (T) (Hours/Week)	Laboratory Work (P) (Hours/Week)	Credits (L: T:P)	Total Credits
3	0	0	3:0:0	3
2	2	0	2:1:0	3
0	0	2	0:0:1	1
3	0	2	3:0:1	4

In continuation to credit structure shown in Table 5, the detail of total contact hours per semester for different types of courses under all programs offered at MITE is given in Table 6.

Table 6: Contact hours for different types of courses

Sl. No.	Type of the Course	No. of Credits	L:T:P (Hrs)	Total theory Hrs/Sem	Total practical Hrs/Sem	Total contact Hrs/Sem
1	Integrated Course	4	3:0:2	40	24	64
2	Non-Integrated course	4	4:0:0	52	-	52
3	Integrated Course	3	2:0:2	26	24	50
4	Non-Integrated course	3	3:0:0	42	-	42
5	Integrated Course	2	1:0:2	13	24	37
6	Non-Integrated course	2	2:0:0	26	-	26
7	Laboratory course	1	0:0:2	-	26	26
8	Non-Integrated course	1	1:0:0	13	-	13

NOTE: The number of total contact Hrs/Sem shown in Table 6, may vary if any unforeseen circumstances arise.

1.7 Credits to be earned for the award of degree:

The total number of credits to be earned by a student to qualify for the award of a degree is given in Table 7.

Table 7: Total Credits to be earned for the Award of Degree

Program		Duration		Total Credits
		Years	Semesters	
UG Degree	BE	4	8	162
	BE (Lateral Entry)	3	6	121
PG Degree	MCA	2	4	100
	MBA	2	4	100
	MTech	2	4	88

1.8 Curriculum Framework

The Curriculum Framework sets the right direction for a degree program, as it considers the type and quantum of knowledge necessary to be acquired by a student to qualify for a particular award of degree in his/her chosen program or area of specialisation.

This also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfil the requirements for the conferment of the degree.

1.8.1 Types of courses:

The curriculum of a program includes some or all the following types of courses with the recommended number of credits for each course.

- Humanities and Social Sciences including Management (HM)
 - Constitution of India
 - English, Kannada languages
 - Societal Project/Studies
 - Research Methodology
 - Environmental Studies
- Basic Sciences (BS)
 - Mathematics

- Physics
- Chemistry
- Engineering Sciences (ES)
- Engineering Graphics
- Computer Programming
- Fundamentals of Electronics Engineering
- Fundamentals of Electrical Engineering
- Fundamentals of Civil Engineering & Engineering Mechanics
- Fundamentals of Mechanical Engineering
- Professional Core Courses (PC)
- Courses relevant to the chosen specialization/branch
- Professional Electives Courses (PE)
- Courses relevant to the chosen specialization/branch
- Open Elective Courses (OE)

These courses are providing extended scope/ exposure to other domains. The courses to be chosen from the pool of courses offered from other Programs (other than the students' chosen program of study)/Multidisciplinary courses related to emerging science, technology, and management domains.

- Skill Enhancement Courses (SE)
- Courses involving critical thinking/Design/Analysis/ Problem-solving techniques.
- Project Work
- Internship in industry/reputed research organization/ institutions of eminence.

1.8.2 Credit Distribution for B.E degree programs

The curriculum framework for a B.E. degree program includes various types of courses as listed in Section 1.8.1 and satisfies the guidelines of the UGC, AICTE, and VTU.

MITE offers ten (10) UG programs in Engineering leading to a B.E degree. All the eligible UG programs are accredited by the NBA. The distribution of credits for all types of courses in a UG program is given in Table 8.

Table 8: Distribution of credits

Type of courses	Semester (Credits distribution)								Total credits	% of credits
	I/II		III	IV	V	VI	VII	VIII		
	Phy Cycle	Chem Cycle								
Professional Core	0	0	16	16	10	12	7	3	64	40
Professional Electives	0	0	0	0	3	3	0	6	12	07
Open Electives	0	0	0	0	3	3	3	0	9	05
Basic Science	8	7	3	3	0	0	0	0	21	13
Engineering Science	12	11	0	0	0	0	0	0	23	14
Humanities & Social Sciences	1	2	2	2	3	0	1	0	11	07
Skill Enhancement	0	0	2	2	2	3	3	10	22	14
Total credits	21	20	23	23	21	21	14	19	162	100

1.8.3 Student Induction Program:

The induction program assists the students to adapt to the new environment and inculcate in them the ethos of the institution, create bonding, develop awareness, sensitivity and understanding of the self, society and nature at large. This program also familiarizes them with the infrastructure facilities of the institution, the teaching-learning process, academic regulations, institutional culture and tradition.

Duration of an induction program shall be 3-weeks for the first-year B.E students suitably planned at the beginning of I & II semesters as per the guidelines of AICTE.

1.8.4 Internship(s):

Students must mandatorily undergo an internship for a period of 12 to 14 weeks during the final year.

1.8.5 Audit Courses (Non-Credit Mandatory Courses):

The students shall register to the courses for audit without any credit to expand their knowledge/skills. In these courses the course instructor sets the students' participation in the coursework. Students' grade in these courses will be reflected in the grade card but shall not be considered in calculating the SGPA in the semester.

1.8.6 Assessment

Assessment of students' performance in a course is done through two components explained below:

1.8.6.1 Continuous Internal Evaluation (CIE)

CIE shall be conducted by the Course Instructor all through the semester as per the academic calendar.

- For both Integrated and Non-integrated courses, there shall be two mandatory written tests of duration 1.5 hours.
- For Non-integrated courses, in addition to mandatory tests, Activity Based Assessment (ABA) through any two activities listed in Table 9 as deemed fit by the Course Instructor shall be carried out.

Table 9: List of activities suggested for the ABA

Sl. No.	Activity
1	Assignments
2	Group Discussion
3	Case Studies
4	Seminars
5	Mini Projects
6	Practical Activities
7	Quizzes
8	Any other academic activity approved by the concerned Program Assessment Committee (PAC)

The CIE marks distribution for different categories of courses are given in Tables 10 to 12.

Table 10: Marks distribution for Non-Integrated Course

Sl. No.	Evaluation Method	Marks	Weightage (%)
1	Written Test-1	15	60
2	Written Test-2	15	
3	ABA-1	10	40
4	ABA-2	10	
Total		50	100

Table 11: Marks distribution for Integrated Course

Sl. No	Evaluation Method		Marks	Weightage (%)
1	Written Test-1		15	60
2	Written Test-2		15	
3	ABA		10	20
3	Practical component	Experiment Conduction, Record & Viva	05	20
		Test	05	
Total			50	100

Table 12: Marks distribution for Laboratory Course

Sl. No.	Evaluation Method	Marks	Weightage (%)
1	Experiment Conduction, Record & Viva	30	60
2	Test-1	10	40
3	Test-2	10	
Total		50	100

Note:

- For both integrated & non-integrated courses, each written test shall be conducted for 50 marks and scaled down to 15 marks.
- For both integrated & non-integrated courses, each of the activity based assessments shall be conducted for 50 marks and scaled down to 10 marks.
- For all Laboratory courses, each test shall be conducted for 50 marks and scaled down to 10 marks.
- For the practical component of integrated courses, test shall be conducted for 50 marks and scaled down to 05 marks.

1.8.6.2 Semester End Examination (SEE)

SEE shall be conducted at the end of a semester as per the academic calendar of events.

- There shall be a written examination for theory courses and a practical examination for laboratory/skill enhancement/project work courses.
- The **duration of SEE for a 3 or 4-credit theory course is 3 hours**, the duration of SEE for a **1 or 2-credit theory course is 2.5 hours**, and the duration of **practical examination is 3 hours**.
- SEE for all the courses shall be **conducted for 100 marks** and the marks secured shall be **scaled down to 50**.
- The **practical component of the integrated course shall be for CIE only**. However, in SEE, the questions from the practical component may also be included.
- **Equal weightage (50:50) is assigned to CIE and SEE**. A student's **performance in coursework** shall be judged by **considering the results of both CIE and SEE individually and collectively**. (Refer to Table 13 to know the standards for passing).

1.8.7 Make-up examination

A student is allowed to register for a make-up examination:

1. If he/she has missed attending the SEE of one or more courses in a semester for valid reasons and given the 'T' grade (refer to section 1.10.2 for details). However, a student shall submit the necessary documents along with their request to the Controller of Examinations to write Make up Examinations within 5 working days of that particular examination for which he or she is absent, failing which they will not be given permission.
2. For the courses marked as 'X' grade (refer to section 1.10.2 for details).
3. For the courses marked as 'F' grade, totalling more than 16 credits in the 1st and the 2nd semesters of the first year (who are not eligible to take admission to the 3rd semester) are also permitted to appear for the make-up examination.

In these cases, the transitional grades 'T' or 'X' awarded to the students shall be converted to the appropriate letter grades ('O' to 'F') as per the norms stated in Table 15, after the result of the make-up examination is announced. However, if a student has a transitional grade 'T' or 'X' in any of the courses and is not willing to take up the make-up examination for such course(s), then the transitional grades 'T' or 'X' shall be automatically converted 'F' grade.

There will not be any provision for revaluation for students who opt for a make-up examination and a student opting for a make-up examination has to pay the fee prescribed by the institute.

1.8.8 Attendance Standards

- All students shall maintain a **minimum attendance of 85% in each course** registered.
- In case of any shortfall in this, the **Principal may condone** the same in special cases up to **10%**.

- Any student failing to meet the above standard of attendance in any course(s) registered may not be allowed to appear for SEE of such course(s) and the same shall be marked as '**NE**' (not eligible to appear for SEE) in his/her grade card. The student shall repeat those courses when offered during the subsequent semester. However, he/she can appear for SEE conducted for other courses of the same semester if attendance requirement is fulfilled.

1.8.9 Standards for Passing

The standards for passing each course are given in Table 13.

Table 13: Standards for Passing (Absolute Grading)

Evaluation Method	Passing Standard
Continuous Internal Evaluation (CIE)	Score: $\geq 40\%$
Semester End Examination (SEE)	Score: $\geq 40\%$

The student shall obtain a minimum of **40% of the marks allotted for CIE in each course** to be eligible to appear for the SEE in that course.

- In an integrated course, the student shall obtain a minimum of 40% marks in CIE of **both Theory and Practical components individually** to be **eligible to appear** for the SEE in that course.
- If a student is **unable to secure a minimum of 40% CIE marks in any course, he/she shall not be eligible to take up SEE in that course(s)**. Such students shall re-register and appear for SEE after satisfying the CIE requirements in the same course(s) when offered during the subsequent semester.

1.8.10 Successive Failures

- If a student fails to **pass a course even after four attempts**, he/she may **drop that course** and **choose an alternate course having the same number of credits** from the pool of courses suggested by the concerned BoS.

- The course so selected should not have been studied by the student or to be studied in higher semesters.
- This provision is given only for **two courses** (one at a time) during the entire maximum duration of a program.
- This provision is optional; the student can prefer to repeat the same course in which he/she has failed repeatedly.

1.9. Question Paper Pattern for SEE

The question paper pattern for SEE of various types of theory courses shall be as follows:

a) 3 or 4 Credit courses:

- The duration of SEE is **3 hours**.
- The question paper shall have **Ten questions. Each question shall be set for 20 marks.**
- There will be 2 questions from each module. Each of the two questions under a module (with a maximum of 3 sub-questions), should have a mix of topics under that module.
- The students must answer 5 full questions, selecting one full question from each module.

b) 2 Credit courses (except for Professional Communication and Design Thinking course):

- The duration of SEE is **2.5 hours**.
- The question paper shall have **Ten questions. Each question shall be set for 20 marks.**
- There will be 2 questions from each module. Each of the two questions under a module (with a maximum of 3 sub-questions), should have a mix of topics under that module.
- The students must answer 5 full questions, selecting one full question from each module.

c) 1 Credit courses and Professional Communication & Design Thinking course:

- The duration of SEE is **2.5 hours**.
- The question paper shall be set for **100 marks**.
- The question paper shall have **Multiple Choice Questions and Objective Questions OR Multiple Choice Questions/ Objective Questions for 40 marks** and **questions needing descriptive answers for 60 marks**.
- There shall be 10 questions needing descriptive answers, with each question set for 12 marks.
- There will be 2 questions needing descriptive answers from each module. Each of the two questions under a module (with a maximum of 2 sub-questions), should have a mix of topics under that module.
- The students must answer 5 full questions needing descriptive answers, selecting one full question from each module.

1.10 Grading

MITE shall retain the prevailing letter grading system of the Parent University to assess and communicate students' performance in a course. Here, students are assigned a letter grade that corresponds to their level of achievement based on a range of percentages of marks obtained in CIE & SEE put together or in CIE alone for some of the courses.

The letter grades, plus/minus (+, -) modifiers with each letter grade, providing more granularity in assessing student's performance are given in Table 14.

Table 14: Letter Grades

Sl. No.	Letter	Particular	Sl. No.	Letter	Particular
1.	'O'	Outstanding	7.	'P'	Pass
2.	'A+'	Excellent	8.	'F'	Fail
3.	'A'	Very Good	9.	'NE'	Not Eligible
4.	'B+'	Good	10.	'PP'	Passed in Non-Credit Mandatory Course
5.	'B'	Above average	11.	'NP'	Not Passed in Non-Credit Mandatory Course
6.	'C'	Average			

1.10.1 Grade Points

Grade point is a numerical value assigned to each letter grade (in a grading system) obtained by a student in a course. The grade points are used to calculate students' Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The range of percentages of marks corresponding to letter grades and grade points are given in Table 15.

Table 15: Letter Grade and corresponding Grade points on a typical 10 Point scale

Letter Grade	Out Standing	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
	O	A+	A	B+	B	C	P	F
Grade Points	10	09	08	07	06	05	04	00
% of Marks secured	90 – 100	80 – 89	70 – 79	60 – 69	55 – 59	50 – 54	40 – 49	0 - 39

The additional regulations relevant to grade are listed below:

- If a student **fails to meet attendance and/or CIE requirements for a course**, letter grade for that course shall be marked as **Not Eligible (NE)** in the grade card and the student will not be allowed to appear for SEE in that course.
- A student shall be considered to have **completed a course** successfully and earned credits, if he/she secures an acceptable letter grade in the **range 'O' to 'P'**. Letter **grade 'F'** in any course implies **failure** of the student in that course and no credit shall be earned.

- A student shall be issued with a **Grade Card** at the end of **each semester**. This will have a list of all the courses registered by a student in the semester together with their credits, the letter grades with grade points awarded in each case.
- The **‘PP’ and ‘NP’ grades** are used for assessing student’s performance in an **audit course**.
- The **Grade Card** of a student shall **have a mention of the number of attempts** made by the student for a course, if the **student makes more than one attempt to pass** that course.

1.10.2 Transitional grades:

Transitional grade **‘I’** or **‘X’** is awarded in the following scenarios to a student who has satisfied the following course requirements:

- **Grade ‘I’:** A student meeting the requirements of CIE and Attendance in a course, but absent for that particular course in SEE, for some valid & convincing reason (such as serious illness, accident, or loss of life of any of the family members) which required the student to be away from the institute or any other verifiable exigency
- **Grade ‘X’:** Awarded to a student having the required CIE marks in a course, but SEE performance is observed to be poor, which could result in an **‘F’** grade in the course.

1.10.3 Semester Grade Point Average (SGPA)

It is a measure of a student’s performance for a specific semester. It is calculated by averaging the grade points earned (course credits multiplied by grade point assigned to letter grade obtained by the student) in all the courses registered during that semester. The formula for calculating the same is as follows:

$$SGPA = \frac{\sum [\text{Course Credits} \times \text{Grade Points}] \text{ for all the Courses registered in that Semester}}{\sum [\text{Course Credits}] \text{ for all the Courses registered in that Semester}}$$

1.10.4 Cumulative Grade Point Average (CGPA)

It is a measure of a student’s overall performance from the first

semester to the semester in consideration (it considers all the courses that the student has studied in his entire academic career in the academic program). It is calculated using the formula shown below:

$$CGPA = \frac{\sum[\text{Course Credits} \times \text{Grade Points}] \text{ for all the Courses excluding those with F grade until that Semester}}{\sum[\text{Course Credits}] \text{ for all the Courses excluding those with F grade until that Semester}}$$

An illustrative example is given in Table 16.

Table16: SGPA/CGPA Calculations

Semester	Course No.	Credits	Grade	Grade Points	Credit Points	SGPA,CGPA
I	23BSXX101	4	A	8	32	SGPA=112/21 =5.33
I	23BSXX102	4	B+	7	28	
I	23ESCC104	4	F	0	00	
I	23ESCC105	3	C	5	15	
I	23ESCC106	3	A+	9	27	
I	23ESCC107	2	F	0	00	
I	23HMCC108	1	O	10	10	
Total		21(15*)	Total		112	

Semester	Course No.	Credits	Grade	Grade Points	Credit Points	SGPA,CGPA
II	23BSXX109	3	C	5	15	SGPA=103/22 =4.68
II	23BSXX102	4	B	6	24	
II	23ESCC110	4	B+	7	28	
II	23ESCC111	3	F	0	00	
II	23ESCC112	2	A	8	16	CGPA=215/32 =6.72
II	23ESCC113	2	F	0	00	
II	23HMCC114	2	B	6	12	
I	23ESCC107	2	P	4	08	
Total		22(17*)	Total		103	

*Student earns 15 credits in the first semester and 17 credits in the second semester.

Note:

- Transitional grades shall carry zero grade points.
- SGPA and CGPA shall be rounded off to 2 decimal points.

1.11 Vertical Progression

A student is allowed to progress to higher semesters according to his/her academic performance and he/she shall complete the degree in the specified maximum duration. The following are rules & regulations related to the vertical progression of a student:

Progress from 1st year to 2nd year:

- Students must fulfil the attendance and minimum CIE requirement to appear for SEE of the course(s). In case if a student fails to fulfil the required attendance/CIE, such student needs to fulfil the needed attendance/CIE requirement by attending the subsequent semester.
- A student admitted to the **first year shall progress to the second year** provided **he/she completes a minimum of 25 credits out of the stipulated 41 credits**. However, he/she is allowed to **carry forward 16 credits to the second year**. This includes credits of courses marked as “NE” in his/her grade card.
- The students who fail to satisfy the above requirement must reappear to the examination in the subsequent semesters for the failed course(s) by paying additional examination fees notified by MITE.

Progress from 2nd year onwards (3rd to 8th Semester):

- A student, who obtains the required attendance for a course, but fails to obtain the required minimum CIE marks, is allowed to move forward to the next semester. However, such a student shall not be permitted to appear for SEE in that course until he/she obtains the required CIE.
- A student shall mandatorily obtain the required CIE for such a course when offered in the subsequent semester.

- The student who obtains required attendance, CIE, and appears for SEE obtains an "F" Grade shall be allowed to move forward to the next semester (odd /even) irrespective of any number of "F" grades.
- There shall be no restriction for promotion from an even to next odd semester (or odd to next even semester) even if the student has not satisfied the attendance requirement in one or more courses, but he/she shall not be eligible to appear for SEE in those course(s). Such students shall repeat those courses when offered during the subsequent semester.
- A student shall be given **admission to the 7thsemester (IV year) provided he/she passes all the courses of the 1stand 2ndsemesters.**

1.12 Readmission

- A student who is temporarily discontinuing from the program and getting readmitted or re-joining the semester to which he/she is eligible shall complete the program within the maximum duration of years as applicable to the program. However, he/she shall pay the applicable fees notified by MITE.
- The permission for readmission shall be obtained before the start of a semester from the principal.
- The permission for readmission is only on request & approval of the principal and shall not be treated as a matter of right. Such students shall not claim any benefits based on the readmission.
- Readmission to odd/even semesters shall not be considered as a fresh admission and therefore students shall continue to have the same USN, which was allotted at the time of admission to the program.
- Student who takes readmission to any semester of the existing scheme from another scheme as a repeater/fresher because of various reasons shall attend and complete all the remaining semesters of the program adhering to the regulations of the prevailing scheme and shall complete

the additional courses, if any, as per the decision of the concerned BoS on establishing the equivalence between two schemes.

- A student who has **not obtained the eligibility for III semester even after three academic years from the date of admission to I semester shall discontinue the program or get readmitted to the I semester of first year BE, with a new USN but retaining the same year of admission.**

1.13 Award of Class

To determine the class to be awarded, it would be necessary to calculate an equivalence of SGPA and CGPA in percentages. MITE shall retain the prevailing norms of the Parent University as shown in Table 17 for awarding classes as “First Class with Distinction”, “First Class” and “Second Class”.

Table 17: Percentage Equivalence of Grade Points (For a 10-Point Scale)

Grade Point	Percentage of Marks	Class
≥ 7.00	$\geq 70\%$	First Class with Distinction
≥ 6.00	$\geq 60\%$	First Class
$5.00 \leq \text{CGPA} < 6.00$	$50 \leq \% < 60$	Second Class
Percentage=(CGPA)x10		

1.14 Additional checks for the award of a BE degree

1. A student, who has **completed all the courses of the program but not having a CGPA ≥ 5.00 at the end of the program, shall not be eligible for the award of the degree.**
2. In such cases, students shall be permitted to appear again for SEE for any of the course(s) of any semester(s) excluding Internship, Project, and Laboratories.
3. Such a candidate does not have to reject the CIE marks of the courses for which he /she appears and make any number of attempts to improve the Grade Points. However, he/she shall be allowed to appear for the SEE for a prescribed maximum duration of the program (**refer to section 1.2**).
4. In case, the students earn improved grade(s) in all or some of the reappeared course(s), the CGPA shall be calculated considering the

improved grade(s) and if the student earns ≥ 5.00 CGPA, he/she will become eligible for the award of the degree.

5. In case, the student fails (i.e., earns an 'F' grade) in all or some of the reappeared course(s), grade(s) of the course(s) earned by the students before shall be retained.
6. A student coming in this category must submit a request letter to the Principal through the Controller of Examination, mandatorily seeking permission to improve the CGPA.

1.15 AICTE Activity Points

To be a successful professional, one should have excellent soft skills, leadership qualities, team spirit, entrepreneurial capabilities and societal commitment in addition to technical knowledge and skills. To enhance the graduates with these multifarious capabilities during their course of study, AICTE has created a unique mechanism of awarding Activity Points over and above the academic grades, with the guidelines as mentioned below:

- i. Every student admitted to the 4 years Degree programme and every student entering 4 years Degree programme through lateral entry, shall earn 100 and 75 Activity Points respectively for the award of degree through AICTE Activity Point Programme. Students transferred from other colleges to fifth semester are required to earn 50 Activity Points from the year of entry to MITE. The Activity points prescribed by AICTE for different categories of students are as shown in Table 18.

Table 18: Activity points prescribed by AICTE for different category of students

Sl. No.	Student Category	Activity points prescribed by AICTE
1	Regular student admitted to the 4 years Degree programme	100
2	Student entering 4 years Degree programme through lateral entry	75
3	Students entering 5 th semester by taking transfer from other institutions	50

- ii. The Activity Points earned shall be reflected on the student's eighth semester Grade Card.
- iii. The activities can be spread over the years (duration of the programme), anytime during the semester, weekends and holidays, as per the interest and convenience of the student from the year of entry to the programme. However, minimum hours specified must be satisfied.
- iv. Activity Points (non-credit) have no effect on SGPA/CGPA and shall not be considered for vertical progression.
- v. In case students fail to earn the prescribed Activity Points, Eighth semester Grade Card shall be issued only after earning the required Activity Points. Students shall be awarded the degree only after earning the prescribed activity points
- vi. The suggestive activities as shown in Table 19 may be carried out by students in teams as per their choice.

Table 19: Activity Summary sheet of AICTE Activity Point Programme

Sl. No.	Activity	Minimum Duration		Performance Appraisal/ Maximum Points/ activity	Evaluated by
		Weeks	Hours		
1	Helping local schools to achieve good results and enhance their enrolment in Higher/ technical/ Vocational Education.	2	80-90	20	NSS/ Youth Red Cross Co-ordinators/ Chairperson-CICC (College Internal Complaints Committee) /SAGY (Sansad Adarsh Gram Yojana, Govt. of India) of the Institute/ Mentor
2	Preparing an actionable business proposal for enhancing the village Income	2	80-90	20	
3	Developing Sustainable Water Management system	2	80-90	20	

Sl. No.	Activity	Minimum Duration		Performance Appraisal/ Maximum Points/ activity	Evaluated by
		Weeks	Hours		
4	Tourism Promotion Innovative Approaches	2	80-90	20	
5	Promotion of Appropriate Technologies	2	80-90	20	
6	Reduction in Energy Consumption	2	80-90	20	
7	To Skill rural population	2	80-90	20	
8	Facilitating 100% Digitized money transactions	2	80-90	20	
9	Setting of the information imparting club for women leading to contribution in social and economic issues	2	80-90	20	
10	Developing and managing an efficient garbage disposal system.	2	80-90	20	
11	To assist the marketing of rural produce	2	80-90	20	
12	Food preservation/ packaging	2	80-90	20	
13	Automation of local activities	2	80-90	20	
14	Spreading public awareness under rural outreach programmes	2	80-90	20	
15	Contribution to any national level initiative of Government of India. For e.g. Digital India/Skill India/ Swachh Bharat Internship	2	80-90	20	
16	Creating an awareness regarding rain water harvesting in urban and rural area	2	80-90	20	

1.16 BE with Minor Degree

Students shall be declared to have completed the undergraduate Program of B.E degree with Minors, provided they have,

- i) Been declared eligible for the award of the degree,
- ii) Satisfied the conditions of “VTU Regulations Governing the Award of ‘Minor’ at BE/B.Tech Degree Programs” Applicable to the students of MITE, and
- iii) Earned additional 18 or more credits through courses approved by the respective BoS of MITE as per the parent university regulations.

1.17 BE (Honours) Degree

Students shall be declared to have completed the undergraduate Program of B.E degree with Honours, provided they have,

- i) Been declared eligible for the award of the degree,
- ii) Satisfied the conditions of “VTU Regulations Governing the Award of ‘Honours’ at BE/B.Tech Degree Programmes”, and
- iii) Earned additional 18 or more credits through courses approved by the respective BoS of MITE as per the parent university regulations.

1.18 Award of Grade Certificates and Transcripts

- i. **Grade Card:** Grade Card shall be issued to the students with the program details (Course Code, title, number of credits, grade secured and grade points) for the registered courses after every semester. The grade Card issued includes SGPA of that semester and CGPA earned till that semester.
- ii. **Grade Certificates:** The Grade Certificate, having the same format of Grade card in addition indicating the month and year of clearing a course, is issued to the students on demand upon payment of applicable fee, only on clearing all the transitional grades (if any) specified in the

Grade Card. The Grade Certificate issued includes SGPA of that semester and CGPA earned till that semester.

- iii. **Transcripts:** Transcripts is the consolidated statement of a student's academic performance for all the semesters since joining the program and is generally given to a student on successful completion of the program upon request on payment of the prescribed fee. For those students who have taken multiple attempts to clear a course, the transcript issued will only contain earned pass grade. The course cleared subsequently will however be shown in the grade certificate of the respective semester with month and year in which the student has finally cleared the course.

The Transcript will show only the overall CGPA based on all the courses taken by the student. Credits earned beyond the requirement for the award of the degree shall be shown as additional courses separately, indicating the grade earned by the student. Additional copies of the transcript can be obtained if needed, on request submitted along with payment of applicable fee from MITE.

Provisional degree certificate is issued to a student on request with the payment of applicable fee from MITE.

2. EXAMINATION REGULATIONS

2.1 INSTRUCTIONS TO CANDIDATES TAKING THE EXAMINATION

- a. The students are allowed to enter the examination hall 30 minutes prior to the start of Examination.
- b. All the students should take possession of their seats 20 minutes before the commencement of the examination.
- c. No student is allowed to enter the examination hall without college Identity card and Admission Ticket.
- d. In case, the student miss to bring the College ID card/Admission Ticket shall collect the duplicate copies of the same from the Administrative office by paying the prescribed penalty fee.
- e. The student should not take any books/notes, scribbling pads, cell phones, smart watches, programmable calculator or any kind of reference material into the examination hall. The Student should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or in his/her desk.
- f. Only a single answer book will be issued. No additional Answer books/Supplementary sheets are permitted.
- g. The student should check the answer book for any discrepancy in threading, incorrect number of pages, missing QR code etc. and should bring the same to the notice of the Room Superintendent.
- h. The student should write his/her University Seat Number (USN) and other information like session, semester, course title, course code etc., against the space provided on the title page of the answer book.
- i. The student shall not write his/her name/USN or put any identification mark inside any part of the answer book, which will be treated as malpractice and liable for penalization.

- j. The question numbers should be written only in the margin provided for the purpose.
- k. The answers should be written on both sides of the pages of the answer book. All the rough work must be done in the space provided at the end of the answer book.
- l. Answers must be written using black ink ball point only. If there is a change in pen, the same shall be attested by the room superintendent on the form-B.
- m. The student is allowed to leave the examination hall only after 45 minutes of the commencement of the examination.
- n. No student is permitted to go to the toilet during the period of examination.
- o. The student should not write anything on the admission ticket/Identity card/calculator/question paper etc.
- p. No student should leave the examination hall during the last 10 minutes. A final bell will be given at the end of the examination, then all the students should stop writing or revising the answers and should hand over the answer book to the room superintendent.

2.2 MALPRACTICE

2.2.1 Regulations governing the malpractices by the students during Continuous Internal Evaluation (CIE) tests

Any candidate appearing for the CIE tests is liable to be charged with committing malpractice in the following cases:

- a. Found in possession of portions of a book, a manuscript, programmable Calculator, mobile phone, smart watch or any other material or matter which is not permissible to be brought into the examination hall.
- b. Having any written matter on the question paper, calculator, any part of the body, handkerchief, clothes, socks, instrument box, identity card, scales etc.

- c. Copying from any material or matter or answer of another candidate or from the desk/table or similar aid or assistance is rendered to another candidate within the examination hall.
- d. Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
- e. Making any request of representation or offering any threat for inducement or inducing bribery to room superintendent or and any other official or officer of the college for favors in the examination hall or to the examiner in the answer book.
- f. Smuggling out or smuggling in or tearing off the answer book sheets or any other writing material given or inserting papers written outside the examination hall into the answer book or running away along with the answer book from the examination hall or premises. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.
- g. Supply of copying material inside or from outside the examination hall.
- h. Unruly behavior inside or near the examination hall.

The CIE Malpractice Cases Consideration Committee consisting of the concerned HoD and Principal of the college shall recommend the punishments based on the severity of the case and the case shall be recorded.

The Guidelines for recommending penalty to the students involved in Malpractices during CIE tests shall be as given in table 20:

Table 20: Penalty to the students involved in Malpractices during CIE tests

Nature of Malpractice	Penalty
1. Possession of Electronic devices like mobile phone, smart watch, Programmable Calculator, Pen-drive and any other electronic devices /	The CIE Malpractice Cases Consideration Committee (MC ³) shall recommend any of the following punishments based on the severity of the case and

Nature of Malpractice	Penalty
<p>storage devices in the examination hall.</p> <ol style="list-style-type: none"> 2. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall. 3. Having any written matter on desk, calculator, data handbook, any part of the body, handkerchiefs, clothes, identity card, scale etc., 4. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall. 5. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. 6. Repeated indulgence in malpractice in the same examination or in subsequent examinations. 7. Smuggling in or out or tearing off of the answer book sheets or inserting papers written outside the examination hall into the answer book. 8. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene gestures or abusive language. 9. Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers with weapons or other means. 10. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall. 	<p>the same shall be recorded.</p> <ol style="list-style-type: none"> a. Awarding Zero marks for that component of CIE in which malpractice was detected. b. Awarding NE Grade in the course in which malpractice was detected. c. Awarding NE Grade in all the courses registered for that semester.

2.2.2 Regulations governing the malpractices by the students during Semester End Examinations (SEE)

Any candidate appearing for the Semester End Examination (SEE) is liable to be charged with committing malpractice in the following cases:

- a. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene gestures or abusive language.
- b. Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
- c. Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer books.
- d. Possession of electronic gadgets like mobile phones, smart watches, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- g. Making any request of representation or offering any threat for inducement or inducing bribery to Room Superintendent and/or any other official for favors in the Examination Hall or in the answer book.
- h. Approaching directly or indirectly the teaching staff, officials or examiners or bringing undue pressure or influence upon them for favor in the examination.
- i. Smuggling out or smuggling in the answer book pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer books.

- j. Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- k. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (j & k) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Committing any other act intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.
- o. Having in one's possession any written matter on calculator, any part of the body, handkerchiefs, clothes, socks, instrument box, identity card, hall ticket, scales etc.,
- p. Destroying any evidence of malpractice, like, tearing or mutilating the answer book(s) or running away along with the answer book(s) from the Examination Hall.

2.2.3 Procedure for Reporting the Malpractice/s

The Principal shall appoint Team(s) of Internal Flying Squad Observers to the need to ensure proper conduct of examination and to discourage Malpractice(s).

- a. The members of Internal Flying Squad are HoDs/Professors of the college.
- b. The Internal Flying Squad inspect the Exam halls assigned for frequent and surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and foolproof.
- c. The Flying Squad Observer shall initiate action to curb Malpractices and report any incident of Malpractice impartially to the Chief Superintendent (CS)/Controller of Examinations (CoE)/Deputy Controller of Examinations (Dy.CoE).

- d. If a Malpractice Case is detected by the Room Superintendent (RS)/Flying Squad/ or any other Official, he/she shall seize the incriminating material and the answer book(s) and report the same to CS.
- e. When malpractice is brought to his/her notice of the CS either by the Flying Squad Observer or by the Room Superintendent, he/she shall hold a preliminary inquiry and take on record the Report of the Room Superintendent, the statement of the student(s) concerned. Only then, he/she shall forward malpractice reports along with the answer book(s), other incriminating materials and other enclosures in a sealed cover to the CoE immediately. However, answer book(s) of subsequent papers of such student(s) booked under Malpractice shall be sent along with other answer books and shall not be marked as Malpractice Case (MPC) anywhere.
- f. The student, the Room Superintendent, Deputy Chief Superintendent (DCS) and the concerned Flying Squad Observer (if the case was detected by the Flying Squad) shall be required to give their statement in their own handwriting in the prescribed proforma (refer college website for further information). These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- g. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.
- h. The CS, DCS, Squad member and RS concerned shall invariably sign all the documents used in or relating to the commission of Malpractice and also the other records forwarded, such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the student etc.
- i. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having been allowed to appear for the papers after

booking the case under Malpractice, the student/ shall have no claim over the performance of the subsequent papers. The answer books of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until the Principal clears the recommendations of the committee.

- j. When, a student is booked under Malpractice(s), the official shall strictly adhere to following steps:
 - i. Debar the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 - ii. Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee (MC³) as per instructions of the CoE.
 - iii. Send the answer book of that particular paper directly to the Office of the CoE, along with other relevant documents. It shall be super scribed on the left hand corner of the facing sheet as “MPC”. There shall not be any indication of MPC on the pages other than the facing sheet of the answer book.
 - iv. Do not confiscate the Hall Ticket and the ID card. Permit the student to write the subsequent papers of the examinations, if any, and such answer books shall be sent to the CoE along with other answer books, without being marked as MPC anywhere.

2.2.4 Procedure for Imposing Penalty

Malpractice Cases Consideration Committee (MC³) appointed by the Principal of the College consisting of two Members from the Academic Council, College Legal Advisor and Controller of Examination as Member Convener shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.

- a. The committee shall meet after the conclusion of each semester examination on the dates fixed by the CoE and inquire on all matters connected with the students booked under Malpractices.
- b. The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- c. In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalty in their absence.
- d. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- e. The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross examine the witnesses and the documentary evidence/s are produced in support of the charges as well as to give evidence/s in defense.
- f. A student is awarded penalty only once though she/he may have indulged in malpractices in several papers in the ensuing Semester End Examinations. This penalty will be decided taking into consideration all malpractices during the semester examination.
- g. The committee shall examine the evidence/s placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalty on the student. The severity of the case shall be categorized as follows:
 - i. Possession of Electronic Gadgets with the material related to the subject/Materials or matter on any part of the body, calculator etc./written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.

- ii. Possession of Electronic Gadgets without any material(s) or matter, material(s) or matter on any part of the body, calculator etc./written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
- iii. Possession of Electronic Gadgets with the material related to the subject/Materials or matter on any part of the body, calculator etc./written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book.
- iv. Repeated Malpractices during the Examinations.
- v. Threatening with weapons and Impersonation.

While recommending the penalty, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.

At the conclusion of the inquiry, the committee shall submit a report to the Principal with findings on each of the charges together with all the documents and the recommended penalty that may be imposed.

2.2.5 Guidelines for recommending penalty

The Guidelines for recommending penalty to the students involved in Malpractices during Semester End Examinations (SEE) shall be as given in table 21.

Table 21: Penalty to the students involved in Malpractices during Semester End Examinations (SEE)

Sl. No.	Nature of Malpractice	Penalty
I	1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall. 2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the	The MC ³ shall recommend any of the following penalty based on the severity of the case and the reasons for the same shall be recorded.

Sl. No.	Nature of Malpractice	Penalty
	<p>facing sheet in the answer books while answering.</p> <p>3. Possession of Electronic devices like mobile phone, smart watch, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall.</p> <p>4. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.</p> <p>5. Having any written matter on the Desk, Calculator, any part of the body, handkerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scale etc.,</p> <p>6. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall.</p> <p>7. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination.</p>	<p>a. Fine not less than Rs.2500/-</p> <p>b. Fine not less than Rs.2500/- and denial of the benefit of the performance of that Particular Course in which the student is booked under Malpractice.</p> <p>c. Fine not less than Rs.2500/-, and denial of the benefit of the performance of that Particular Course and debarring the student from appearing for that particular course in which the student is booked under Malpractice up to three more subsequent examinations.</p>
II	<p>1. Destroying any evidence of Malpractice, tearing or mutilating the answer book or running away along with the answer book from the examination hall or premises.</p> <p>2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the College.</p> <p>3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the College for favours in the examination hall or to the Examiner in the answer book.</p> <p>4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue</p>	<p>The MC³ shall recommend any of the following penalty based on the severity of the case and the reasons for the same shall be recorded.</p> <p>a. Fine not less than Rs.2500/- and denial of the benefit of the performance of that Particular Course in which the student is booked under Malpractice.</p> <p>b. Fine not less than Rs.2500/-, and denial of the benefit of the performance of that Particular Course and debarring the student from appearing for that</p>

Sl. No.	Nature of Malpractice	Penalty
	influence upon them for favour in the examination.	particular course in which the student is booked under Malpractice up to three more subsequent examinations.
III	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	<p>The MC³ shall recommend the following penalty and the reason for the same shall be recorded.</p> <p>a. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Course.</p> <p>b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Course and debarring the student from appearing for that particular course in which the student is booked under Malpractice up to three more subsequent examinations.</p>
IV	<ol style="list-style-type: none"> 1. Smuggling in or out or tearing off of the answer book sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book. 2. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene gestures or abusive language. 	<p>The MC³ shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <p>a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Examination (all the courses for which the student has registered for the examinations).</p> <p>b. Fine not less than Rs.5000/- and denial of</p>

Sl. No.	Nature of Malpractice	Penalty
		the benefit of the performance of that Particular Examination (all the courses for which the student has registered for the examinations) and debarring the student from taking two more subsequent examinations.
V	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers with weapons or other means	Rusticate the concerned student from the College. However, the concerned student shall be handed over to the police by the Chief Superintendent.
VI	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	Rusticate the concerned student from the College. Where the impersonator is also a student of the College, he/she shall also be rusticated from the College. However, both the concerned students shall be handed over to the police by the Chief Superintendent.

2.2.6 Authority for imposing penalty

The recommendations of the committee through the usual process shall be placed before the Principal. The Principal shall be the Authority for imposing penalty on the students as recommended by the committee.

2.3 APPOINTMENT OF SCRIBE

A physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS (scribe). An

amanuensis can be appointed by the CoE of the college to the candidate who is really disabled to write his/her examination with his own hand.

As per the Government Circular ED 5 UNE 204/ dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed while appointing an amanuensis:

- a. An amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- b. A candidate seeking the assistance of an amanuensis shall submit an application to the CoE through the Head of the department duly recommended by the faculty advisor, with the following documents.
 - i. Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HoD.
 - ii. No relation Certificate - An undertaking by the student and the amanuensis showing that there is no relation between them with an authentication by the Notary Public.
 - iii. Attested copies of testimonials of an amanuensis.
 - iv. One A4 size paper hand written matter which is written by the amanuensis.
 - v. Three recent Passport size photographs of the amanuensis attested by the HoD.
- c. An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Management Studies/MCA).
- d. The Chief Superintendent shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.

- e. A physically disabled/blind/hearing impaired candidate and the amanuensis for such a candidate shall be allowed an extra time of 20 minutes per hour.

2.4 CONDUCT OF EXAMINATIONS

The CoE shall prepare the examination calendar for every academic semester in line with the Academic Calendar of the College in consultation with the Principal well in advance, and shall publish the same in the college website. The information regarding the same shall be passed to heads of all departments. All examinations of the semester shall be conducted as per the examination time table notified by CoE.

2.4.1 Registration to the Examination

All students admitted in a programme (UG & PG) with required attendance can remit the prescribed fee on or before the last date. Fee paid students are eligible to appear for forthcoming semester examinations including practical examinations. He/she shall submit the hard copy of the online filled application form duly signed by self and forwarded by the faculty mentor. However, he/she shall be issued the hall ticket only if he/she secures the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course.

2.4.2 Issue of Admission/Hall Tickets

Admission tickets of eligible candidates shall be generated in the CoE's office with name, register number and a recent photograph of the candidate. The admission ticket also contains the details of the courses for the semester end examination. The admission tickets can be collected from the respective department by the candidate. The seal of the college shall be affixed on each admission ticket before distributing them to candidates.

In case, the original admission ticket of a candidate is misplaced /lost, a

duplicate admission ticket may be issued after levying the prescribed fee and obtaining a declaration from the candidate duly recommended by the CoE/head of the department.

2.4.3 Tabulation of Marks and Publication of Results

- a. The entire process of calculating the final marks shall be automated using appropriate computer programs.
- b. The final approved result of the examination shall be published on the college website.
- c. The students can download the provisional grade card from the website.

2.4.4 Answer Book Seeing

To bring transparency in the evaluation system the evaluated answer books along with the marks awarded to each question is disclosed to students on request as detailed below.

- a. Interested students who are not satisfied with the results of a course can see the answer books after applying for it in a prescribed format (refer website for further information) by paying the fee within the dates notified by CoE.
- b. The student has to be present at the specified venue on the given date and time, failing which no further opportunity shall be given to him/her.
- c. The student will not be allowed to carry a mobile phone, camera, or any type of electronic gadget and material like pen, pencil, books, notes, etc while the student is permitted to view his/her answer script. However, the student will be permitted to carry the relevant question paper.
- d. An admission ticket, identity card and the fee paid receipt for the answer book seeing are required for identification before allowing the student to view his /her answer book.
- e. Parents/Guardians/Advocates or any other person will not be allowed for the answer book seeing.
- f. Physically challenged students who have been allowed the facility of a Scribe for the examination, will have the option to bring along the same

person, who acted as his/her amanuensis, for viewing of his/ her answer books, at their own cost.

- g. The maximum time limit for a student to view an answer book and to communicate his/her remarks in the prescribed form is 30 (Thirty) minutes only.
- h. The student will be allowed to view his/her answer book only once.
- i. The students are not allowed to discuss the answers with other candidates inside the hall.
- j. No student will be allowed to damage/destroy or take away the answer scripts, if done, he/she will be punished as per the rules of the institute.
- k. The process of viewing the answer script(s) would be conducted under close supervision of CCTV surveillance.
- l. The student shall verify the answer script(s) for
 - i. Whether the question-wise marks awarded to all the questions?
 - ii. Whether the total of the question-wise marks on the cover page is correct?
 - iii. Whether all the answers or parts thereof in the answer script(s) have been valued by the examiner(s)?
 - iv. Any other matter relevant to any of the above questions.
- m. After the Answer Book Seeing, if a student
 - i. Is satisfied with the valuation and has no grievances shall mention the same in the space provided on the 'Evaluation Grievance Form' (refer website for further information).
 - ii. Has grievances with respect to totaling of marks or marks not being awarded to any question shall enter their grievances against the question number on the 'Evaluation Grievance Form'.
 - iii. Has grievances with respect to wrong evaluation or expected marks not being awarded shall apply for Revaluation by filling a 'Revaluation Form' (refer website for further information) and paying the prescribed fees on the specified dates.
- n. The above mentioned forms will be provided after the answer book seeing.

- o. If there is a totaling error in the marks or any question has not been evaluated; such error will be corrected by the CoE after verifying the same. The Chief Controller of Examinations shall have the power to rectify the result due to the above correction.
- p. Corrected statement of marks/grades, if any, will be updated accordingly.
- q. Students cannot challenge the subjectivity of the evaluation of a particular question from the answer script(s).
- r. There is no provision for providing photocopy of answer books.
- s. Answer book seeing and Revaluation facility is provided only for theory courses and not for the practical courses.
- t. Answer book seeing facility is not provided for the Make-up Examinations.
- u. The rules as amended from time to time by the Academic Council/Examination Cell in this matter shall be binding to the students and others concerned in all respects.
- v. In case of any dispute, the decision of the Chief Controller of Examinations will be final and binding to the student and others concerned.

2.4.5 Revaluation of Answer books

- a. A Candidate can apply for revaluation of the answer books as per the announcement/circular from the office of the CoE, after publishing the result of the current semester by paying the prescribed fee. The candidates shall submit the application to the office of the CoE in the prescribed form. There shall be no restriction on the number of courses for which the candidate can apply for revaluation of the answer books.
- b. Revaluation facility is provided only for theory courses and not for the practical courses.
- c. The final marks after revaluation is awarded as follows:

- i. If the difference between the mark used for the processing of provisional result and the Revaluation mark is less than or equal to 15, the highest of the two marks shall be the final mark.
 - ii. If the difference between the mark used for the processing of provisional result and the Revaluation mark is greater than or equal to 16, the average of the two marks shall be the final mark.
- d. After applying the rule mentioned in 2.4.5 (b), if the revaluation mark is less than the mark used for the processing of provisional result, then the mark used for the processing of provisional result shall be retained.
- e. Revaluation facility is not provided for the Supplementary Semester & Make-up Examinations.

2.4.6 Gracing Policy

- a. A student is eligible to get a maximum grace marks of 6% i.e, 3 marks out 50 in SEE for a course provided
 - i. The student has failed in only one course of that semester
 - ii. Gets the minimum prescribed marks in that course and passes the whole exam by such gracing.
- b. The grace marks is applicable only for the regular courses and not applicable for the backlog courses.

2.4.7 Makeup Examinations

Makeup examination is conducted after every semester. The makeup examination will be ONLY for those students who are awarded 'I' Grade or 'X' Grade and apply for the makeup examination in the prescribed format (refer website for further information). The answer book seeing and revaluation facility is not provided for the makeup examination.

2.4.8 Preparation of Grade Card and Result Analysis

A computerized grade card shall be issued semester-wise after successful completion of the semester. The section dealing with the examination shall prepare statistics of the result with details such as:

- a. Name of examination with term and year.
- b. Number of candidates registered for the examination.
- c. Number of candidates appeared for the examination.
- d. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.
- e. Percentage of pass.

3. ANTI-RAGGING RULES AND REGULATIONS

Ragging is a non bailable criminal offense as per AICTE notified regulations for prevention and prohibition of ragging in AICTE approved technical institutions vide No.37-3/Legal/AICTE/2009 dated 01.07.2009.

A student indulging in ragging can lead to

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test /examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
7. Collective punishment: when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.

4. FACILITIES AT MITE

4.1 Sports: MITE has a playground sprawling across 6 acres. The college has 400 meters track ground for Cricket and Football. The college also has a separate Volleyball court, Throwball court, a synthetic Basketball court of International Standards worth INR 25 lakhs, Tennis court and two synthetic layered Badminton courts for Boys and Girls of International standards as a part of the sports facilities. It also has a separate gymnasium for boys and girls.

4.2 Library and Information Centre:

MITE has a fully computerized centrally air-conditioned library with rich collections of books and periodicals. These include 6,173 Titles, 31,200 Volumes, 21,883+ Scholarly Journals and 1,05,606+ eBooks and having National, International journals and technical magazines related to both Engineering and Management fields. As reference material for students and staff members, each book and journal have been chosen with utmost care to ensure that it will equip the reader with the most advanced information in the field of Science and Technology.

4.2.1 MITE Library Memberships:

4.2.1.1 VTU Consortium

VTU Consortium acts as a single-window service for technical resource sharing among the Institutions with their diverse research and academic interests; MITE-Library has been a member of VTU Consortium since the academic year 2013-2014. By subscribing to VTU Consortium, Access is provided for resources such as e Books, e-Journals, Databases which contain Elsevier Science Direct, Springer Nature, IEEE, Taylor & Francis, Emerald, New Age International, McGraw Hill Education, Packt, Proquest, Turnitin Plagiarism Detector Tool, Drillbit Plagiarism Detection software, Writing Grammar Tool & Knimbus Digital Library Platform being a search engine for all VTU e Resources & provides Remote access to users and also available as a mLibrary Mobile App.

4.2.1.1 National Digital Library & NDLI CLUB

MITE has been a member of the National Digital Library (NDL) since the academic year 2016-2017. The National Digital Library of India (NDLI) is a virtual repository of learning resources with search/browse facilities and provides a host of services for the learning enthusiastic community including Researchers, Scholars and students for general learning.

NDLI Club: An initiative to engage learners and promote effective utilization of NDLI's vast resources through competitions, training sessions and workshops.

MITE NDLI Club registration number: INKANC4NTWKGQ5U.

4.2.2 Shodhganga Membership

Shodhganga center provides an open access digital repository of Indian Electronic Thesis for research students to deposit their Ph.D Thesis and is made available to the entire community of research scholars of all the institutions and universities across INDIA. It is hosted and maintained by INFLIBNET. An MOU was signed with VTU on 25th June 2018.

The Library remains open from **08.30 am to 08.00 pm during weekdays and 08.30 am to 10.00 pm during examinations** for the effective utilization by the students and **Library website** is integrated with college website: **<https://mite.ac.in/library/>** for the convenience of stakeholders.

4.3 Bus Facility: The bus facility to the campus is available from Mangalore, Surathkal, Mulki, B.C. Road, Brahmavara, Udupi, Manipal, Hebri, Karkala, Katapadi, Padubidri, Kinnigoli, Belthangady, Shirva, Belman, and bus pass will be issued every semester on payment of applicable charges, fixed by the Institution. Students traveling by college buses without passes will be penalized.

4.4 Medical Facility: Students can avail medical facility at the Campus as per the institutional norms.

4.5 Food Court: A multi-cuisine air-conditioned food court is situated next to the PG Block.

4.6 Lounge Facility: A separate lounge facility is provided for girls and boys. They can make use of this facility in case of sickness. Lounge is situated in the main block.

4.7 General Facility: Stationary, photocopying and supermarket facility is available at the basement of the main building.

4.8 MITE Incubation Center: We at MITE understand that entrepreneurship is the future of the global economy and have realized the shift in temperament towards self-employment. The institution is on the mission of aiding young aspiring entrepreneurs as global forecasts say that almost one-third of millennials today aspire to some form of entrepreneurial venture. MITE has set up a conducive ecosystem for the 'Innovators' with the best infrastructure, training, and mentorship. The institution has a state-of-the-art incubation center spanning over 10000 sq. ft on par with industry standards with Office spaces, board rooms, Conference Rooms, and Makerspace, with access to all Centers of Excellence and Laboratories. The center seed funds student ideas through MITE-FIRST and the grant received from Govt. of Karnataka. The Incubation Center has a total of 8 Companies functioning presently. The Center extends technical, management, and legal support to the young entrepreneurs who have just begun to take off.

4.9 MITE-ALUMNI Innovation Center: Realizing the rapid shift of education towards digital technologies MITE along with the Alumni Association developed the state-of-the-art Innovation Center on the campus. The Center has a two-way video conferencing facility with 120 highly configured computers with network connectivity. The center hosts webinars, training, and interactions with industry and global leaders with ease.

4.10 Auditorium: MITE has four auditoriums that cater to the need for hosting various events and conferences around the year. The air-conditioned auditoriums are a haven with the best acoustics, equipped with smart board technologies for effective learning, multi-aisle seating arrangements that add comfort, precise and efficient lighting that makes the experience worth a mention.

5. STUDENT CODE OF CONDUCT

RULES AND REGULATIONS

The purpose of having a written down/published “Code of Conduct” is to explain and elaborate and also to clarify MITE’s Mission, Values and Principles and linking all these with the Standards of professional conduct of all members of MITE including its Staff, Students and Associates. The code articulates values cherished by MITE to foster leaders and all staff members to observe standards of desired behaviour. Code of conduct is a central guide of reference to every member of MITE, irrespective of one’s position and individual capacity to support day-to-day and ceremonial decision making and it encourages decisions on ethics and compliance, empowering every individual to handle varied work situations of confusion or even dilemmas and at the same time provides information and access to resources.

1. Students should respect all the members of the college community, regardless of race, religion, gender, age, or disability. Bullying, harassment, or discrimination of any kind will not be tolerated.
2. Students should treat others in a professional and polite way with respect to academic and social situations.
3. Active and respectful participation in academic activities is encouraged. This includes attending classes regularly, arriving on time, and participating constructively in discussions.
4. Physical or verbal violence, threats, and all other aggressive behaviours are strictly prohibited.
5. Students should respect and take care of the college property. Vandalism, theft, or misuse of college resources will not be tolerated. All persons violating this, will be subjected to disciplinary action including penalty.
6. Engaging in gambling, smoking, or consuming alcohol is not allowed within the academic premises. Students are prohibited from possessing or using firearms, narcotics, or similar substances in their rooms and in the hostel area. Any student found engaging in these activities will

be suspended immediately and he/she will not be permitted to continue their hostel stay, and their deposited fees will be forfeited.

7. During class hours, students should not be murmuring or talking to any other students to maintain a conducive learning environment.
8. It is expected that all students consistently comply with the policies, procedures, and regulations set forth by the college.
9. Students must always wear their ID card while on campus and present them as and when requested by the college officials.
10. **ID cards are non-transferable.**
11. ID cards must be returned to the college in case of withdrawal, or dismissal from the college.
12. If there are any correction needed to be made in the ID card (e.g., name change), the same should be brought to the notice of the college administration immediately for the replacement of the ID card.
13. Students are supposed to be well groomed & to wear dignified and clean formal dresses.
 - Boys: 1. Full Trousers and Shirts
2. Neatly shaved
 - Girls: Salwar Kameez with dupattas
14. Casual Dresses are allowed only on Saturdays. Coloured- plain T shirts and Jeans are allowed but Ripped or Rugged jeans, sleeveless dresses are not allowed.
15. Students should be in professional attire to attend the internship, project presentations and placement interviews.
16. Hats, caps, or hoodies should not be worn in classrooms, lecture halls, laboratories and library.
17. Proper footwear must be worn at all times for safety reasons, especially in laboratories, workshops, and physical education facilities.
18. Pyjamas, nightgowns, or other sleepwear (Bathroom slippers) are not considered appropriate attire for academic settings.
19. Gym or sports attire should be worn only in sports or fitness facilities, not in classrooms and library.

20. Mobile phones should be switched off to avoid disturbing academic activities.
21. Usage of mobile phones are strictly prohibited in classrooms, corridors, seminars, workshops, laboratories, and library.
22. Using mobile phones in **corridors** to study during examinations is not allowed. Mobile phones shall be confiscated if any student is found using it inside the class or laboratory.
23. Usage of headphone is strictly prohibited in academic premises.
24. Usage of lift by the students is strictly prohibited. In case of illness, they are allowed with written permission from the Heads of Departments.
25. All students should compulsorily wear shoes while attending Non-IT Laboratories.

6. HOSTEL RULES

All the students are hereby informed to maintain the discipline and dignity of the hostel assuring good conduct and behavior both inside and outside the hostel and adhere to the following rules. This is to maintain everyone to be comfortable and happy in the campus.

1. In the beginning of every academic year, the inmates of the hostel should pay the hostel fees and mess fees and on producing the receipt, they will be permitted to occupy the rooms allotted to them.
2. Students are strictly informed to record their attendance in the biometric machine between morning 7.00 a.m-8.00 a.m and evening 7.00 p.m - 8.00 p.m every day without fail.
3. Students are not permitted to exchange the rooms or remove furniture without the permission. All the students should keep their rooms neat and tidy and are jointly responsible for the furniture and fittings in the rooms. No clothes should be hanged on the windows either for drying or for any other purpose. Inmates shall make use of racks and the rods provided for the same purpose.
4. The Students should switch off fans and tube lights and A/C when it is not required, they shall make proper use of the amenities such as bath rooms, toilets, water taps, washing machines and all items provided to them. For any breakage or damage of such items in hostel, all the students are responsible for the same and fine will be collected from every student.
5. All inmates of the hostel who go outside the campus for personal work during weekdays in the evening are informed to register their names in the movement register and should be present inside the campus by 7.00 pm. The Students availing the Library facility with the permission of the warden in the evening and should be present inside the hostel by 9.00pm. Outing time on Sundays is 9.00 a.m to 7.00 p.m. Also those who are returning from their home should be inside the campus before 7.00pm.

6. The students are permitted to go to their native place only for a maximum of once in a month.
7. Students should engage themselves in studies after 9.00 p.m. Use of mobile phones during study hours is strictly prohibited.
8. It is mandatory that the inmates of the hostel wear their identity card. They should produce their identity card while entering the campus at the Security counter and also whenever demanded.
9. Gambling, Smoking, Alcoholic drinks are strictly prohibited in the Hostel premises and Campus. Students shall not keep or use Firearms, Narcotics etc., either in their rooms or in the Hostel premises.
10. Students who go home without permission from the warden/Chief warden will not be permitted to continue to stay in the hostel. Same rule is applicable for the students who go out of the campus and fails to return back to the campus within the specified time. (Before 7.00pm.)
11. Playing loud music and causing inconvenience to others is strictly prohibited. The use of speakers or any other sound-emitting gadgets is not permitted. If any such devices are found in anybody's room, they will be confiscated by the warden or chief warden. Students are not allowed to celebrate 'Birthdays' in the hostel premises. They shall not convene any meeting, subscription of any kind without the permission of chief warden.
12. RAGGING IS A CRIMINAL OFFENCE AND IS STRICTLY PROHIBITED. THE STUDENTS WHO INVOLVE DIRECTLY OR INDIRECTLY IN RAGGING, SERIOUS ACTION WILL BE TAKEN AS PER THE GOVT RULES AND REGULATIONS.
13. Day scholars, Guests, Visitors and Parents are not allowed to stay in the hostel.
14. Silence should be maintained in the corridors. Hostel inmates are not allowed to bring the two/four wheelers inside the campus. Food parcel by ordering from outside is not allowed.
15. Any type of food/tea/coffee/ milk are not allowed from the Mess to hostel rooms.
16. Any kind of sickness should be reported to the warden.

17. Students are directed not to keep GOLD ornaments and other valuables inside the rooms. In case of loss of such items, the concerned student will be held responsible. With respect to any such losses, the Hostel authorities and the Management are not responsible.
18. Students should lock their rooms whenever they go out of the room/hostel.
19. Any problems faced by the hostel inmates should be brought to the notice of warden immediately. If any student is found involved in unnecessary arguments with any of the hostel staff, will be viewed very seriously.
20. The hostel security deposit paid at the time of admission will be refunded only after the completion of the program. Students who indulge in any kind of in-disciplinary activities and misconduct will not be eligible for the refunding of hostel security deposit and it will be forfeited.
21. Students cannot discontinue the hostel in the middle of the program, unless he/she is suspended from the hostel under any disciplinary action/detained during the course of study. If anyone leaves the hostel violating the above, their hostel security deposit will be forfeited.
22. Hostel fees and mess fees paid at the time of admission are valid for one academic year only, i.e., until the last day of the second semester exams. Repeaters are required to pay mess fees separately.
23. In case of any in-disciplinary act of any student is observed by the authorities; Action will be taken based on the recommendation of the disciplinary committee to the Management / Principal and that stands final.

“ANY VIOLATION OF THE ABOVE RULES ARE VIEWED VERY SERIOUSLY AND PENALTY WILL BE LEVIED”

6.1 MESS RULES

All the hostel residents should follow the following rules of the Hostel Mess, failing which strict action will be taken.

<u>Mess Slots</u>	<u>Serving Timings</u>	<u>Mess closing Time</u>
Breakfast	7.00 am-8.15 am	8.30 am
Lunch	12.30 pm-1.45 pm	2.00 pm
Evening snacks	05.00 pm-5.45 pm	6.00 pm
Dinner	7.30 pm -8.40 pm	8.45 pm

These timings shall be strictly adhered by all hostellers.

1. Wasting food is a Crime. Please don't waste food. Paying mess bill does not entitle a hosteller to waste food.
2. Tables are either in 3 seater or 4 seater configurations. Dining hall seating arrangement should not be altered by moving tables and chairs from their positions.
3. Hosteller should leave the Dining hall immediately after having food and allow others to have their food. Severe action will be taken on those who disobey the Hostel Mess Rules.
4. All the Hostel residents should make it convenient to reach mess half-an-hour before the mess closing time to avoid long queues.
5. Do not wash hands in the drinking water area. Close the tap tightly after use. Save water.
6. Food will not be served in rooms and the inmates are not supposed to take food to their rooms. If an inmate is ill, students may be served "Special diet" in their rooms with prior permission of the Warden.
7. Wastage should be dumped in the dust bin to prevent clogging of Water in wash basin, which creates inconvenience to other students. Please don't put any wastage items on wash basin.

MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)

Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

Accredited by NAAC with A+ Grade & ISO 9001:2015 Certified Institution

CALENDAR OF EVENTS - 1st SEMESTER UG (AUTONOMOUS): 23rd September 2024 – 31st January 2025

Sl. No	MONTH	MON	TUE	WED	THU	FRI	SAT	No. of Working days/Week	REMARKS
1	September	23	24	25	26	27	28	6	23 to 5 – Student Induction Program 2 – Gandhi Jayanti
2	September/October	30	1	2-H	3	4	5	5	
3	October	7	8	9	10	11-H	12-H	4	7 – Commencement of Classes 11 – Mahanavami, Ayudha Puja, 12 – Vijaydashami
4	October	14	15	16	17	18	19	6	
5	October	21	22	23	24	25	26	6	
6	October/November	28	29	30	31-H	1-H	2-H	3	31 – Naraka Chaturdashi, 1 – Kannada Rajyotsava 2 – Deepavali
7	November	4	5	6	7	8	9	6	
8	November	11	12	13	14	15	16	6	
9	November	18	19	20	21	22	23	6	18- Class Committee meeting
10	November	25	26	27	28	29-T1	30-T1	6	
11	December	2-T1	3-T1	4	5	6	7	6	7 – GCIE
12	December	9	10	11	12	13	14	6	9 – CIEMD, 14 – PTM
13	December	16	17	18	19	20	21	6	
14	December	23	24	25-H	26	27	28	5	25 – Christmas
15	December/January	30	31	1	2	3	4	6	
16	January	6	7	8	9	10	11	6	6- Class Committee meeting
17	January	13	14	15	16	17	18	6	
18	January	20	21-T2	22-T2	23-T2	24-T2	25-LT	6	
19	January	27-LT	28-LT	29-LT	30-LT	31-LT		5	29 – GCIE, 30 – CIEMD
Total no. of Week Days (Excluding holidays & Test dates)		18	17	16	17	15	16	-	-

Abbreviations		
T1, T2 - CIE Tests	H- Holiday	PTM- Parent Teacher Meetings
GCIE - Grievance related to Continuous Internal Evaluation	LT – Laboratory Tests	CIEMD - Continuous Internal Evaluation Marks Display
• Theory Examination: 10.02.2025 to 26.02.2025		• Practical Examination: 27.02.2025 to 04.03.2025
Commencement of 2 nd Semester: 10.03.2025		

*19.09.2024 –Display of SEM I Time Table *20.09.2024 –Uploading of SEM I Time Table in ERP


Principal
Mangalore Institute of Technology & Engineering
Redage Mijar, MOOBIERI - 574 225

TIME TABLE: 2024 - 25 [ODD SEM]

TIME/ DAY	9:00 to 9:55	9.55 to 10.15	10:15 to 11:10	11:10 to 12:05	12:05 to 1:00	1:00 to 1:55	1:55 to 2:50	2:50 to 3:40	3:40 to 4:30
MONDAY		TEA BREAK			LUNCH BREAK				
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									

CLASS TIMETABLE: 2024- 25 [EVEN SEM]

TIME/ DAY	9:00 to 9:55	9.55 to 10.15	10:15 to 11:10	11:10 to 12:05	12:05 to 1:00	1:00 to 1:55	1:45 to 2:40	2:40 to 3:35	3:35 to 4:30
MONDAY									
TUESDAY									
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									



Board of Trustee

Mr. Rajesh Chowta

President

For more information contact:

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