

Sai Ganapathi Engineering College's Student Hand Book

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1. About the college

Sai Ganapathi Engineering College (SGEC) was established in the academic year 2013-14 with a vision “To become a premier Engineering College, for over all development of students by means of education, innovation and social responsibility with ethical values”. The institution was recognized by AICTE & affiliated to JNTU Kakinada, Andhrapradesh. The institution accredited by ISO 9001-2008, and offers B.Tech courses in Civil, EEE, MECH, ECE,CSE and M.Tech courses ECE(Communication engineering & Signal processing), MECH (Advanced Manufacturing Systems) with an approved intake of 300 for B.Tech & 36 for M.Tech. The institution is, with lush greenery & conducive environment for the students & staff to build their carrier as high as possible. The campus is environmental friendly, pollution free & provides pleasant stay with peace of mind.

Sai Ganapathi Engineering College have ample infrastructure, labs, computing facility & the total campus is Wi-Fi connected & 100 Mbps is the overall band width .The institution not only covers a regular university examinations,(online & offline), but also it is a hub for competitive &public service examinations. All the departments are provided with good number of faculty numbers as per the AICTE norms & all are qualified, the minimum qualification is M. Tech in the respective branch. The teaching staff implements the vide verities of teaching methodologies to up lift the students. Institution is provide with E-class room, digital class room, NPTEL courses, library with online & offline journals, good number of volumes of books, teaching aids, LCD projectors. Different learning methodologies like student-centric learning, collaborative learning, and learning through doing are regularly practiced by the teachers.

The institution always encourages innovative projects from the students & faculty. Every year a National level Tech Fest is organized within the campus in the month of December.

Every year on campus drives are organized by SGEC, with reputed companies like a Wipro, Tech Mahindra, Rajsriya Automotive industries private limited, PHYTEC, HGS, East India Technology limited, Hewlett, Packard, DQ, ESSAR extra. All the qualified & eligible students are providing with employment while they are in final year itself.

The social responsibility is one of the regular practices in the institute and as a part of social responsibility NSS, every year organizes blood donation camps, public awareness camps regularly. Students are provided with ample encouragement to become entrepreneurs.

As quoted by Franklin D. Roosevelt “we cannot always build future for our youth, but we can build our youth for the future,” Sai Ganapathi Engineering College is build the energetic engineers for the future.

-PRINCIPAL

1.1 Organization chart of the institute



2. ACADEMIC MATTERS

2.1 B.Tech 1st year admission procedure:

1. Allocation of Convener Seats: The candidates who are having 44.5% and above for (OC) and 39.5% and above for (BC/SC/ST), 10+2 or its equivalent examination, are need to attempt A.P-EAMCET. Based on the Rank in AP-EAMCET 70% of seats will be allocated by convener through counseling.
2.
 - i. The Candidates who joined under convener quota and having reservation & satisfying the income criteria are eligible for fee reimbursement.
 - ii. The Candidates who joined under convener quota Open Category (OC) & satisfying the income criteria under EBC are eligible for fee reimbursement.
 - iii. The candidates of physically challenged are eligible to get assistance from the respective Govt. Departments, If any special provisions for them will be provided on request as per the university/Govt.Rules.
3. Allocation of Category-B Seats: Remaining 30% of seats considered under category-B. Candidates who have passed qualifying (10+2 or its equivalent) Examination with 44.5 % and above for (OC), 39.5% and above for (BC/SC/ST) are considered for the category- B seats.
 - i. For category-B candidates need to approach to the college directly, based on the order of merit seats & branch will be allocated for the students. Considerations in the Tuition fee will be provided by the college as per the governing body decision.
4. Allocation of Seats under spot admission: After filling of the seats under convener & category B, leftover seats will be filled under spot admission. The students with above percentages in 10+2 or equivalent directly approach the college for spot admission.
5. For allocation of seats Local/Non-Local criteria as per the guidelines will be followed.

2.2 B.tech 2nd year admission procedure:

Direct B.Tech 2nd year admission called as lateral admission. For the lateral admission Candidate must have passed Diploma in Engineering/Technology or B.Sc. with Mathes, with 44.5 % and above for (OC), 39.5% and above for (BC/SC/ST) and for the admission diploma holders need to write E-CET examination. Based on the ECET rank seats will be allocated in the counselling.

2.3 M.Tech admission procedure:

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1. The vacancies are filled with those qualified in A.P-PGECET or GATE and possessing 44.5% and above for (OC) and 39.5% and above for (BC/SC/ST) in the relevant qualifying (B.Tech or its equivalent) Examination.
2. For category-B candidates need to approach to the college directly, based on the order of merit seats will be allocated for the students. Considerations in the Tuition fee will be provided by the college as per the governing body decision.
3. For the spot admissions the candidates can approach the college directly.
4. Candidates granted admission who satisfy the definition of Local/Non-Local.

2.4 ACADEMIC REGULATIONS (R16) FOR B. TECH. (REGULAR) As per (inline with) our affiliated University JNTUK, Kakinada

2.4.1 Award of B. Tech. Degree

A student will be declared eligible for the award of B. Tech. Degree if he/she fulfils the following academic regulations:

1. A student shall be declared eligible for the award of the B. Tech Degree, if he pursues a course of study in **not less than four and not more than eight academic years.**
2. The candidate shall register for 180 credits and secure all the 180 credits.

2.4.2 Distribution and Weightage of Marks.

- (i) The performance of a student in each semester shall be evaluated subject – wise with a maximum of 100 marks for theory subject and 75 marks for practical subject. The project work shall be evaluated for 200 marks.
- (ii) For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End - Examinations.
- (iii) For theory subjects, during the semester there shall be 2 tests. The weightage of Internal marks for 30 consists of

Descriptive – 15,

Assignment - 05 (Theory, Design, Analysis, Simulation, Algorithms, Drawing, etc. as the case may be and for Physics Virtual Labs to be consider as Assignments)

Objective -10 (Online exam Conducted at College level with 20 Multiple choice question with a weightage of ½ Mark each).

The objective examination is for 20 minutes duration. The subjective examination (Descriptive) is for 90 minutes duration conducted for 15 marks. Each subjective type test question paper shall contain 3 questions and all questions need to be answered.

Internal Marks can be calculated with 80% weightage for best of the two Mids and 20% weightage for other Mid Exam As the syllabus is framed for 6 units, the 1st mid examination (both Objective and Subjective) is conducted in 1-3 units and second test in 4-6 units of each subject in a semester.

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(iv) The end semester examination is conducted covering the topics of all Units for 70 marks.

End Exam Paper:

Part-A (14 Marks)

1st Question is mandatory covering all the syllabus which contains seven 2 marks questions for 14 marks with atleast 2 marks of question for each of the six units.

Part -B(56 Marks)

4 Questions out of 6 Questions are to be answered with each carrying 14 marks.

(v) For **practical subjects** there shall be continuous evaluation during the semester for **25 internal marks and 50 end examination marks**.

The internal 25 marks shall be awarded as follows:

day to day work	- 10 marks,
Record	-5 marks
internal laboratory test	- 10 marks

The end examination shall be conducted by the teacher concerned and external examiner for 50Marks as follows:

Student attended for the exam with record & observation	-5 Marks
For writing of theory of the experiment	- 10 Marks
For doing the experiment	- 10 Marks
For tabular forms & calculation/ Programme/Graphs	- 10 Marks
Result	- 5 Marks
Viva-voce	- 10 Marks

(vi) For the subject having **design and / or drawing**, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30 marks for internal evaluation as follows:

Day- to – day work	- 20 marks
For internal tests	-10 marks

70 marks for end examination. There shall be two internal tests in a Semester and the Marks for 10 can be calculated with 80% weightage for best of the two tests and 20% weightage for other test and these are to be added to the marks obtained in day to day work.

(vii) **For the seminar**, Each student has to be evaluated based on the presentation of any latest topic with report of 10-15 pages and a PPT of min 10 slides (Report along with PPT need to submit to the Dept. in normal binding form). The student shall collect the information on a specialized topic and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be **evaluated by the Departmental committee consisting of**

Head of the department,
Seminar supervisor
Senior faculty member.

The seminar report shall be evaluated for 50 marks as follows:

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Report preparation	- 25 Marks
PPT Preparation	- 10 Marks
Presentation	- 15 Marks

There shall be no external examination for seminar.

- (viii) Out of a total of 200 marks for the **project work**, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project and evaluated by an internal committee (HoD, Dept. Project coordinator, Project Guide). Internal Evaluation as follows:

Seminar-1 (PPT min.10 slides + Presentation) - 20+10 marks

Seminar-2 (PPT min.10 slides + Presentation) - 20+10 marks

Seminar-1, Seminar -2 need to be submit in the form of booklet.

The End Semester Examination (Viva – Voce) shall be conducted by the committee. **The committee consists of an external examiner, Head of the Department and Supervisor of the Project.** The evaluation of project work shall be conducted at the end of the IV year.

- (ix) Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. The laboratory records and internal test papers shall be preserved in the respective departments as per the University norms and shall be produced to the Committees of the University as and when they ask for.

2.4.3 Attendance Requirements:

1. A student is eligible to write the University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.
2. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee
3. Shortage of Attendance below 65% in aggregate shall not be condoned.
4. A student who is short of attendance in semester may seek re-admission into that semester when offered within 4 weeks from the date of the commencement of class work.
5. Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
6. A stipulated fee shall be payable towards condonation of shortage of attendance.
7. A student will be promoted to the next semester if he satisfies the (i)attendance requirement of the present semester and (ii) minimum required credits.
8. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

2.4.4 Minimum Academic Requirements

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The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in 2.4.3

1. A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject/project and secures not less than 35% of marks in the end semester exam, and minimum 40% of marks in the sum total of the internal marks and end semester examination marks.
2. A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement.
3. A student will be promoted from II year to III year if he fulfills the academic requirement of 40% of the credits up to either II year I semester or II year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.
4. A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.
5. A student shall register and put up minimum attendance in all 180 credits and earn all 180 credits.

2.4.5 Course Pattern

1. The entire course of study is for four academic years, all the years are on semester pattern.
2. A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject when conducted next.
3. When a student is detained for lack of credits / shortage of attendance, he may be re-admitted into the same semester / year in which he has been detained. However, the academic regulations under which he was first admitted shall continue to be applicable to him.

CGPA:

Marks Range Theory (Max-100)	Marks Range Lab (Max-75)	Letter Grade	Level	Grade Point
≥ 90	≥ 67	O	outstanding	10
≥ 80 to < 90	≥ 60 to < 67	S	excellent	9
≥ 70 to < 80	≥ 52 to < 60	A	Very good	8
≥ 60 to < 70	≥ 45 to < 52	B	Good	7
≥ 50 to < 60	≥ 37 to < 45	C	Fair	6
≥ 40 to < 50	≥ 30 to < 37	D	Satisfactory	5
< 40	< 30	F	Fail	0
			Absent	0

Computation of SGPA

The following procedure is to be adopted to compute the Semester Grade Point Average. (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all

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the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where C_i is the number of credits of the i th course

G_i is the grade point scored by the student in the i th course.

Computation of CGPA

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semester of a programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Where S_i is the SGPA of the i th semester

C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

$$\text{Equivalent Percentage} = (CGPA - 0.75) \times 10$$

2.4.6 Award of Class

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following four classes:

Class Awarded	CGPA to be secured	From the CGPA secured from 180 Credits From 1 st year to 4 th year
First Class with Distinction	≥ 7.75 with no failures	
First Class	≥ 6.75 with subjects failures	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 4.75 to < 5.75	

1. The minimum instruction days for each semester shall be 90 working days.
2. There shall be no branch transfers after the completion of the admission process.
3. There shall be no transfer from one college/stream to another within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Kakinada.

2.4.7 Withholding Of Results

If the student has not paid the dues, if any, to the university or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will be withheld in such cases.

2.4.8 Transitory Regulations

1. Discontinued or detained candidates are eligible for readmission as and when next offered.
2. The readmitted students will be governed by the regulations under which the candidate has been admitted.
3. (a) In case of transferred students from other Universities, the credits shall be transferred to JNTUK as per the academic regulations and course structure of the JNTUK.
4. The students seeking transfer to colleges affiliated to JNTUK from various other Universities / Institutions have to obtain the credits of any equivalent subjects as prescribed by JNTUK. In addition, the transferred candidates have to pass the failed subjects at the earlier institute with already obtained sessional marks to be conducted by JNTUK.

2.5 Academic Regulations (R16) For B. Tech. (Lateral Entry Scheme)

Applicable for the students admitted into II year B. Tech. from the Academic Year 2017-18 onwards

2.5.1 Award of B. Tech. Degree:

A student will be declared eligible for the award of B. Tech. Degree if he fulfills the following academic regulations:

- 1.1 A student shall be declared eligible for the award of the B. Tech Degree, if he pursues a course of study in not less than three academic years and not more than six academic years.
- 1.2 The candidate shall register for 132 credits and secure all the 132 credits.

2.5.2 The attendance regulations of B. Tech. (Regular) shall be applicable to B.Tech lateral entry

2.5.3 Promotion Rule

A student shall be promoted from second year to third year if he fulfills the minimum attendance requirement.

A student shall be promoted from III year to IV year if he fulfils the academic requirements of 40% of the credits up to III year I semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

2.5.4 Award of Class

After a student has satisfied the requirement prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following four classes:

Class Awarded	CGPA to be secured	From the CGPA secured from 132 Credits from II Year to IV Year
First Class with Distinction	≥ 7.75 with no failures	
First Class	≥ 6.75 with subjects failures	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 4.75 to < 5.75	

The marks obtained in the internal evaluation and the end semester examination shall be shown separately in the marks memorandum.

5. All the other regulations as applicable to B. Tech. 4-year degree course (Regular) will hold good for B. Tech. (Lateral Entry Scheme).

2.6 Malpractices Rules

MALPRACTICES RULES		
DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS		
	Nature of Malpractices/Improper conduct	Punishment
If the candidate:		
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the	Expulsion from the examination hall and cancellation of the performance in that subject only.

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	subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has

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	additional sheet, during or after the examination	already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof Inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that

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		Semester/year. The candidate is also debarred for two consecutive semesters from class work and all University Examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and

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		project work and shall not be permitted for the remaining Examinations of the subjects of that semester/year.
	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment	

2.7 Code of conduct Examination:

Our university examinations will conduct with jumbling. For examination student should attend with hall ticket, id card and uniform, as per the guidelines provided in “academic regulations” exam will be conducted.

1. Should pay the exam fee as per the scheduled give by the university.
2. Student should collect the hall ticket from respective departments /exam section will in before.
Avoid last minute attempts.
3. Student should need the instruction given or “OMR” booklet before attempt exam. Hence student advised to enter into the exam hall 1/2hr before.
4. for any in deplane in the examination hall, college is not responsible.
5. for revaluation ,challenge valuation ,(or) any correspondence with university ,student should approach through college exam section.

Examination forms and integral component of our academic life a student must observer the sanctity of the examination and appear the following all the rules set by the university/institute in letter and spirit.

- Please check the details of your particulars in the OMR Sheet. ie. Name, Hall Ticket No., Examination and Paper etc.,
- In case of any deviation in the above or if the OMR sheet is torn/ damaged, the defective answer book may be returned to the invigilator and ask for a blank OMR sheet and fill the particulars properly.
- Ensure that the OMR Barcode sheets properly secured to the Answer Booklet given. 4. You are prohibited from writing on or tampering the Barcodes as they may affect marks allotted to you
- Candidates are prohibited from:
 - (i) Writing their H.T. Nos. in any part of the answer booklet.
 - (ii) Writing their names in any part of the answer booklet.
 - (iii) Addressing the examiner in any manner whatsoever in the answer booklet. If they do so, their answers will not be valued.

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(iv) Writing religious symbols.

(iv) Brining cell Phones/ Mobile phones.

- Before beginning to answer any question, the candidates should write the correct number of that question. They should complete the answer for any question and commence writing answer for the succeeding question. Answers written at different places for the same question will not be valued.
- Answers should be written on both sides of the paper.
- Do not write in the margin.
- No loose sheets of paper will be allowed in the examination room; no paper must be detached or attached to the answer booklets.
- Answers must be legibly written.
- Candidates should write not less than 25 lines in each page. It is not necessary to begin each answer in a fresh page.
- This answer booklet should be returned to the invigilator before leaving the examination hall.
- Enter the Question Paper Set Number(i.e., 1 or 2 or 3 or 4) received by them in the Block specified on the first page of the main answer book. Enter the Question Paper Set Number and sign in the attendance sheet supplied.
- Students should stay in the Examination Hall at least for one and a half-an-hour from the commencement of the Examination.

NO ADDITIONAL ANSWER BOOKLET will BE SUPPLIED.

3. Discipline & Anti ragging practices in the campus

Ragging is strictly prohibited in the Sia Ganapathi Engineering College. To prevent the ragging following measures are taken in the

Prohibition of Ragging in Educational Institutions Act 26 of 1997

Salient Features

Ragging within or outside any educational institution is prohibited.

Ragging means doing an act which causes or is likely to cause Insult or

Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student.

1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
 2. Ragging entails heavy fines and/or imprisonment.
 3. Ragging invokes suspension and dismissal from the College.
 4. Outsiders are prohibited from entering the College and Hostel without permission.
 5. Girl students must be in their hostel rooms by 7.00 p.m.
 6. All the students must carry their Identity Cards and show them when demanded
- The Principal and the Wardens may visit the Hostels and inspect the rooms any time.

Type	Imprisonment up to	Fine up to
Teasing, Embarrassing and Humiliation	6 Months	Rs.1000/-
Assaulting or Using Criminal force or Criminal intimidation	1 Year	Rs.1000/-
Wrongfully restraining, or confining or causing hurt	2 Years	Rs. 5,000/-
kidnapping or Abducts, or rape or committing, unnatural offence	5 Years	Rs. 10,000/-
Causing death or abetting	6 Months	Rs. 50,000/-

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suicide		
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4. Dress code:

4.1 For male students

1. Every student should attend the college with neat appearance, Combed hair polished shoes & good clothing are required,
2. From Monday to Friday as uniform (For the colour of the uniform the student need to contact in the principal's office).
3. On Saturday students are allowed to wear civil dress, however collarless T-shirts, and T- shirts with different printings are not allowed.
4. Don't flaunt long hair

4.2 Dress code for female students:

- Wear formal salwar suits (For the color of the uniform the student need to contact in the principal's office).along with identity cards while attending classes and formal occasions.
- No one will be allowed to attend classes or any official functions wearing jeans, t-shirts or sleeveless dresses.
- Avoid using costly ornaments made of gold, diamond etc. for security reason. the institute will not take responsibility in case of loss or theft of the items.

5.0 Transport facility:

For the college total 26 buses are available. Out of that 5 buses exclusively for the engineering. In addition to the college buses APSRTC will run 4 more buses as per our request as badi buses up to the college. The routes of the buses as follows:

S.No	Bus num	Bus code	Bus routes
1	Ap35v3523	D	Kancharapalem-oorvasioorvasi-104 area-marripalem-karasa-gopala patnam bunk-naidu thota- vepagunta- purushothapuram- sujathanagar-pendurthi - college
2	Ap35v3524	E	R&b - punjab hotel - kancharapalem police station- kancharapalem - thadichetlapalem - gurudwara - maddilapalem - hanumanthuwaka - old dairyform - yendada - car shed - madhurawada - kommadi- marikavalasa - bhimili cross roasd- anandapuram- college
3	Ap35e3183	F	Steel plant- kurmannapalem- vadlapudi- srinagar- old gajuwaka- bhpv- shilanagar- nad- gopala patnam bunk- naidu thota- vepagunta- purushothapuram- sujathanagar-simhachalam - college
4	Ap35v3185	G	Nadupuru- drivers colony- malkapuram- sriharipuram- koromanadal gate- gajuwaka depo- gajuwaka cmr- old gajuwaka- bhpv- nad- goplapatnam- cmr- prahladapuram- srinivasa nagar- simhachalam complex- adivivaram- college

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5	Ap35v3988	H	Ohpo- town kotha road- purna market- barrex- choutry- jagadamba- rtc complex- maddilapalem- isukathota- mvp rithubazar- as raja college- samatha degree college3- vijaya hospital- venkojiplaem- hanumnthuwaka- adivivaram- college
6		C	Vizianagaram-tagarapuvalasa-anandapuram-college
7		N	Anakapalli-sabbavaram-pinagadi-pendurthi-college
8		R	r&b - punjab hotel - kancharapalem police station- kancharapalem-oorvasi- kancharapalem- gnanapuram- rly station- rly new colony- dondaparthi- akkayyapalem- satyam junction- eenadu- hb colony- venkojipalem- hanumanthuwaka- adivivaram- college

- For further details Please contact Bus coordinator MR. Ajay, HoD Dept.of Civil Engg. Ph.No:9581600339

6.0 LIBRARY

Every student while entering in to the library following Instructions should follow:

- A student has to show the identity card while entering the library.
- Every student has to enter his/her name, roll number, section, time etc. in the register kept with the library in charge.
- Personal books and belongings have to be deposit a at the property counter.
- Students are not allowed to enter the library when they have scheduled class work.
- Outers are not allowed into the library without prior permission.
- 6.1 WORKING HOURS:**

Reference section: 8.30Am to 7 PM from Monday to Saturday

Issue section: 12.30 PM to 1.30 PM & 3Pm to 5PM

6.2 CONDUCT WITH IN THE LIBRARY:

- Maintain silence in the library& mobiles are not allowed into the library.
- Spitting, smoking, sleeping, gossiping inside the library is strictly prohibited.
- Combined or group study/discussion is not allowed in the library reading room.
- The library premises must not be used for any purpose other than reading.
- Don't damage any books journals, magazines or any of the material available in the library.
- Personal books, photo copied material etc. are not allowed inside the library.
- If any publication is lost/damaged or any pages removed by a reader, he/she must replace it by a new copy or pay three times of cost of that volume and pay any fine that may be imposed on him/her by authorities.

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- If someone loses a book, he/she must report the matter to the librarian on the same day .otherwise late fine will be added with the payable for the last book.
- before leaving the library each person shall return the books/documents taken for the reference /reading in the reference counter
- If any book required from the reference section for more number of days, student should take permission from the principal.
- Our college in provided with “Digital library” internet facility. However provide are not allowed in library systems.
- Toacene the systems in digital library, password is available with librarian & librarian will enter the password.
- in our digital library online journals of DELNET, IIT Professors lectures (NPTEC) and animations related to regular subjects are available. Students are advised to utilize the facility.
- All lab manuals, university old question papers are also available in library.

6.3 BORROWING PRIVILIGES:

- A student has to get enrolled as a member of the library to avail this facility.
- A librarian card will be issued to each member.
- the library card will be valid for one academic year and shall be renewed in the beginning of the subsequent years .
- Document will be lent to a borrower only against the library card.
- Every student can take 2 books from library, for a period of 1 week, & further renewal allowed for 5 days
- For the faculty 5 books will be issued per sem & they can retain the books upto the semester end.

6.4 Support for the toppers:

- The semester toppers (1st & 2nd) allow to take the next semester text books from the library& for the whole semester they can retain the books.

6.5 Code of conduct for internships, placements

Sai Ganapathi Engineering College, Starting in Campus placements & internships Every year 80% of Eligible students have been placed in different companies in the campus drives. However the student's praetiveness is essential for placements & internships.

1. For the good placements, students need to be regular for the English classes & add on courses on English from 1st year onwards.

2. For the intern ships, students of 2/2,3/2 are Eligible. Hence they need to approach the staff coordinator of industry-institute interaction cell.

3. The student with no backlogs is eligible for the campus placements. However, if company allows the 1(or) 2 back log students, college will allow.

4. Students need to submit the “Bio-Data”, to placement coordinator, when they are in 3/2 and they should be in contact with placement coordinator.

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5. for the placement drives students should attend uniform, in- shirt, shoe and with neat appearance.

6.6. Student monitoring system:

Sai Ganapathi Engineering College implemented system to monitor the student at different levels in the Departments. 1st year students of branches under the control of BS&H Department & 2nd year onwards respective branches will take care about the students.

1. in Each Department class teachers are nominated and each class teacher allocated with students.

2. The students need to be in touch with class teacher and academic, Co-curricular & Extracurricular activity of the student observed and guided by the respective class teacher.

3. if students irregular, not attempt the exams, non submission of arrangements, poor academic performance, for these class teacher /HOD will counsel and convey to their parent also

4. Students completed academic record is available in department/Exam section.

7. Co-Curricular& Extracurricular activities

6.1 Co curricular activities:

To update the student with curled towards in the technology, in each department; it is regular practice to conduct the expert talks, add-on courses, seminars, Guest lectures and workshops. for every six months college publishing a college news letter. "letterlorel" it will Gives the details of co curricular & Extra-curricular activities conducted in our college.

1. Each department at least 2 Expert talks/ Guest

Lectures person will conduct.

2. At the beginning of the semester as per the technology update add-on classes will be conducted by each department.

3. live projects lined workshop yearly need organized by each department.

4. Every year, in December "Mega projects expo" has been organized in our college to increase innovative projects.

5. Students are Encourage to participate in national & international seminar, if students got 1st and 2nd places in the National & International seminars, "Registration fee will be burn by the institute"

6. If the students are involved in innovative projects, according to the level of innovation financial assistance provided by the college.

7. Non – Con Energy projects are mainly encouraged to do.

7.1 Extracurricular Activities

For the overall development of the students apart from the curricular & co curricular activities, extracurricular activities requested to be organize. In Sai Ganapathi Engineering College, the following activities are regularly organized.

7.2 Department Class:

Each department has the individual department club, to conduct technical & social responsible activities. Every student of the respective department, member of the club.

7.2 Entrepreneurship development cell: (EDC)

To Encourage the student to become industrialist the ED cell will conduct, entrepreneur Awareness program, provides the information about

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1. Preparation of projects Reports.
2. Technical Assistance availability
3. Resource allocation
4. Financial assistance from different Govt firms extra.

7.3 N.S.S (National Service Scheme):

Social responsibility is one of the important sector for the engineers. under the N.S.S our students & faculty regularly organizes .medical camp, Digital education ,health awareness program me, blood donation camp, cleaning extra. in surrounding village.

7.4 Women Empowerment Cell:

In the current days women Empowerment cell plays a key role to Encourage the Engineering girl students to advents the different social issues .the women Empowerment cell of Sai Ganapathi Engineering College, perform the following:

1. Create awareness on women our's
2. Train the Girl students on self defense
3. Encourage the girl student on industrial visit
4. Celebration of women's day with technical event

8. Information to parents:

SGEC, one of the premiere Engineering College of Visakhapatnam district, aspires to produce engineer's par excellence and tries to impart quality education for producing skilled, committed and responsible citizens who can hold the banner of nation high.

This lofty mission of ours can't be realizing without the active support of the parents. So we call up on the parents to work hand in hand with us in nurturing the talent of students and enabling them to realize their full potential. They are requested to:

- Be vigilant and have a strict follow up on the attendance of their wards to ensure that their wards attend all their classes.
- Be in regular touch with management regarding the student academic progress.
- Advice their wards regarding the value of the discipline and punctuality and sensitize them about its importance in building a meaning carrier.
- Contact the class teacher, the head of the department and the principal if they feel their ward is not progressing academically as per their expectation.
- Ensure timely deposit of college fee.
- Sign an undertaking at the time of admission that they are prepared to abide by the rules and regulations of the institutions.
- Take a note that the decision of the management on all matters regarding the institution shall be final and binding.

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8. Important phone numbers:

Designation	Name	Contact Number
Principal sir	Dr.V.Joshua Jaya Prasad (Ph.D)	9966875588
CSE HOD Sir	G.Ramesh Naidu (Ph.D)	9966742700
ECE HOD Sir	M.Bhagya Sree (M.Tech)	8985945601
EEE HOD Sir	R.Siva Lakshmi Gayati(M.Tech)	9494671354
MECH HOD Sir	V.Appala Raju(Ph.D)	7382536045
BS&H HOD Sir	G.Dhillesu	9985370193
CIVIL HOD Sir	G.Ajay Kumar(M.Tech)	9581600339
Exam Cell Coordinator	G.Phani Kumar(M.Tech)	9052391243
Anti Ragging Committee	G.Siva Suresh Kumar(M.Tech)	9160361369
Women Empowerment	J.A.Ganeswari(M.Tech)	9491153004
Principal's Office	S.Ram Babu	9966992001
P.D	B.Venkata Raju	9493427714