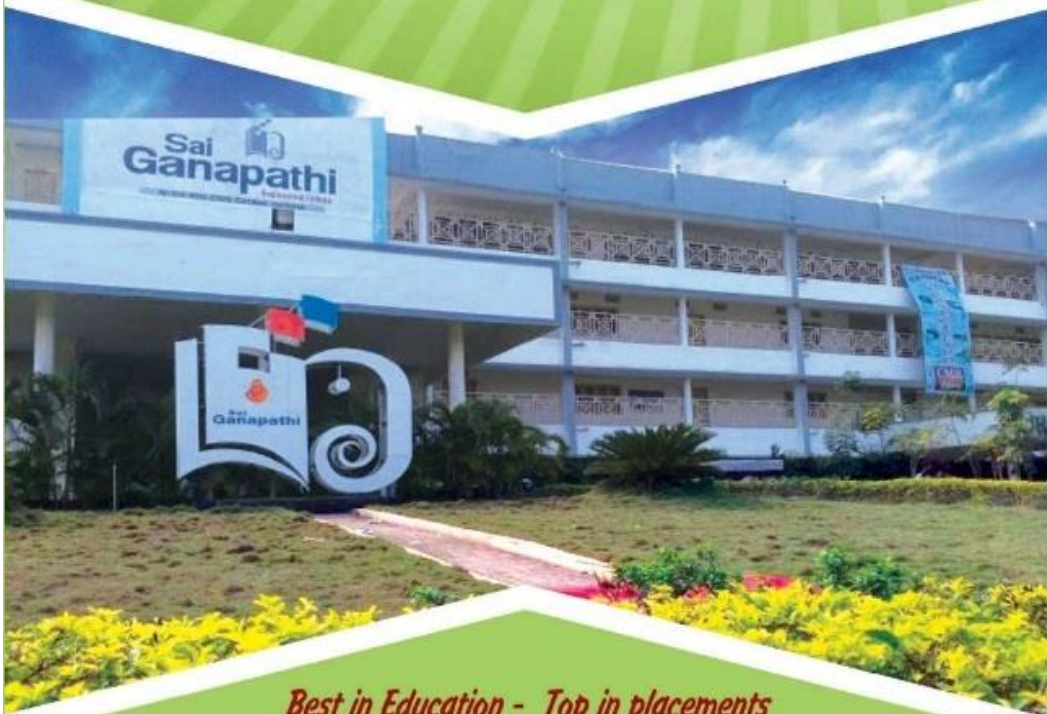


# STUDENT HANDBOOK



*Best in Education - Top in placements*

## Sai Ganapathi Engineering College

(Affiliated to JNTUK, Approved by AICTE)  
Gidijala (V), Anandapuram (M), Visakhapatnam - 531 173

**JNTUK CODE : 6F**

### **Objective**

The student hand book provides the valuable information to the student about the college, admission procedure, examination & evaluation procedures of the affiliated university i.e JNTUK, Kakinada. After gone through this book the student will know the different facilities available in the college such as Library, NSS, EDC, women empowerment cell etc. it also provide an valuble information about the placements. This will gives the information about Co & extracurricular activities and appraisals given to the students. The important phone numbers are provide in the book for immediate contact, as & when the student/parent required.

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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, Wipro Infrastructure, KCP Cements, Savanthis Software solutions, Effive solutions, HGS, East India Technology limited, TBR Infra, DQ, Foxconn, etc. 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 1<sup>st</sup> 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 2<sup>nd</sup> year admission procedure:**

Direct B.Tech 2<sup>nd</sup> 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:**

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 1<sup>st</sup> 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.

- (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:

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**

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 & Calculation of CGPA**

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 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.

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

### 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 <sup>st</sup> year to 4 <sup>th</sup> year
First Class with Distinction	$\geq 7.75$ with no failures	
First Class	$\geq 6.75$ with subjects failures	
Second Class	$\geq 5.75$ to $< 6.75$	
Pass Class	$\geq 4.75$ 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 fulfills 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	$\geq 7.75$ with no failures	
First Class	$\geq 6.75$ with subjects failures	
Second Class	$\geq 5.75$ to $< 6.75$	
Pass Class	$\geq 4.75$ to $< 5.75$	

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

- 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 DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

MALPRACTICES RULES		
	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 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)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(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 practicals 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	Expulsion from the examination hall

	<p>takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination</p>	<p>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 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.</p>
	<p>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.</p>	<p>Cancellation of the performance in that subject.</p>
	<p>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</p>	<p>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.</p>

	examination.	
	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 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

		<p>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.</p> <p>Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.</p>
	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 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.

For the examination student should follow the below instructions:

1. Student should pay the exam fee as per the schedule give by the university.
2. Student should collect the hall ticket from respective departments /exam section well in before. Avoid last minute attempts.
3. Student should reed the instruction given on “ OMR” booklet before attempting the exam. Hence student advised to enter into the exam hall 1/2hr before, start of the exam.
4. For any indiscipline 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.
6. Before strat of the Exam, please check the details of your particulars in the OMR Sheet. ie. Name, Hall Ticket No., Examination and Paper etc.,
7. 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.
8. Ensure that the OMR Barcode sheets properly secured to the Answer Booklet given.
9. You are prohibited from writing on or tampering the Barcodes as they may affect marks allotted to you
10. 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 in the answer booklet. If they do so, their answers will not be valued.
  - (iv) Writing religious symbols.
  - (v) Bringing cell Phones/ Mobile phones.
11. Before beginning to answer any question, the candidates should write the correct number of that question. Answer for the entire question must be at one place. Answers written at different places for the same question will not be valued.
12. No loose sheets of paper will be allowed in the examination room; no paper must be detached or attached to the answer booklets.
13. 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.

14. Students should stay in the Examination Hall at least for one and a half-an-hour from the commencement of the Examination.
15. NO ADDITIONAL ANSWER BOOKLET will BE SUPPLIED.

### **3.DISCIPLINE & ANTI RAGGING PRACTICES IN THE CAMPUS**

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

1. College wise anti-Ragging committee is framed which includes teachers senior students & parents.
2. The main committee is subdivided into anti- ragging committee in the buses, at the canteen, at the sports room & hostels, to prevent the ragging.

Following are the punishments for ragging as per the act26 of 1997.

Type	Imprisonment upto	Fine upto
Teasing, Embarrassing and Humiliation	6 Months	Rs.1000/-
Assaulting or Using Criminal force or Criminal intimidation	1 Year	Rs.2000/-
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 suicide	6 Months	Rs. 20,000/-

### **4. DRESS CODE:**

#### **4.1 for male students**

1. Every student should attend the college with neat appearance, Combed hair, polished shoes & good clothing along with id card.



2. From Monday to Friday student should attend for the college with 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:**

1. Wear formal salwar suits (For the colour of the uniform the student need to contact in the principal’s office).along with identity cards while attending classes and formal occasions.
2. No one will be allowed to attend classes or any official functions wearing jeans, T-shirts or sleeveless dresses.
3. 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. TRANSPORT FACILITY:**

26 college buses are available for the student & staff transportation pupose. In addition to the college buses, four APSRTC buses also run “badi buses” upto the college. The routes of the buses as follows:

<b>Bus routes</b>
Kancharapalem-oorvasioorvasi-104 area-marripalem-karasa-gopala patnam bunk- naidu thota- vepagunta- purushothapuram- sujathanagar-pendurthi - college
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
Steel plant- kurmannapalem- vadlapudi- srinagar- old gajuwaka- bhpv- shilanagar- nad-gopala patnam bunk- naidu thota- vepagunta- purushothapuram- sujathanagar- simhachalam - college
Nadupuru- drivers colony- malkapuram- sriharipuram- koromanadal gate- gajuwaka depo- gajuwaka cmr- old gajuwaka- bhpv- nad- goplapatnam- cmr- prahladapuram- srinivasa nagar- simhachalam complex- adivivaram- college
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
Vizianagaram-tagarapuvalasa-anandapuram-college
Anakapalli-sabbavaram-pinagadi-pendurthi-college
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

- Buses are available almost all corners of in & around visakhaptanam. For more details, please contact Bus coordinator MR. G.Ajay, HoD Dept.of Civil Engg.  
Ph.No:9581600339

## 6. LIBRARY

Library is one of the strength of our college. Off line, online books & video lectures are available in the library.

### 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

Every student Should know the following:

- Student has to show the identity card while entering into the library.
- Every student has to enter his/her name, roll number, section, time etc. in the register which is 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 into the library when they have scheduled class work.
- Outers are not allowed into the library without prior permission.
- Maintain silence in the library& mobiles are not allowed into the library.
- Sleeping, gossiping inside the library is strictly prohibited.

- Combined or group study/discussion is not allowed in the library reading place.
- 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.
- 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 lost 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 is provided with “Digital library” internet facility. However pen drives are not allowed in library systems.
- To access 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 (NPTEL) 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.

### **6.1 borrowing privileges:**

- Student has to get enrolled as a member of the library to avail this facility .
- library card will be issued to each member .

- The library card is valid for one academic year and shall be renewed in the beginning of the subsequent years .
- Books 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.

### **6.2 Books support for the toppers:**

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

## **7. Internships& Industrial visits**

To bridge the gap in between industry & institute internships & industrial visits are very important. Sai Ganapathi Engineering College, has a separate wing for the internships & industrial vists. Mr. Patan Jani khan astt. Professor of EEE department coordinator for the internships & industrial visits. Every year from 2<sup>nd</sup> year of the B.Tech these programs will planned to do. If any student or group of students are planned to do the internships in their vacation period college will support them with recommendation letter .

Following No. of students completed the Internships:

Academic Year	Branch	No. of Students Completed internship	Name of the company
2017-18	Civil	5	Lansum Heights, Vizag
	EEE	5	Sahoowala cylinders
	Mech	5	Hobel Bellows
	ECE	6	HP Enterprises

	CSE	7	Mahathi Software
			Infosys
2018-19	Civil	5	Opel Constructions
	EEE	10	NTPC
			Anand Profile
	Mech	5	Hobel Bellows
	ECE	9	Visakha Port Trust
			BHEL
CSE	12	Symbiosys	
		Brain O Vision Solutions	

2019-20 Internships are going on. Year by year no. of internships are goes on increasing. For the 2019-20 many students are doing internships on APEPDCL, SAMEER, NTPC, SEIMENS,& with APSSDC,& with NSDC etc.

The following Industries are visited by the students

Academic Year	Name of the Industry Visited
2017-18 & 18-19	Lansum Heights, Vizag
	Steel Plant
	Hobel Bellows
	Hindustan Shipyard
	MVV Constructions
	VPT (10MW) Solar Power plant

## 8. Placements

Sai Ganapathi Engineering College strive hard to show the placement to every qualified student. The student with no backlogs are eligible for the campus placements. Students need to submitted the “Bio-Data”, to placement coordinator, when they are in third year second semester and they should be in contact with placement coordinator Mr. G.Ramesh Naidu, HoD CSE Department. Prior to the placement drive every students should attend for the Campus Recruitment Training programme, with in the college.

Following are the drives conducted in our campus in last 2 years:

Academic Year	Name of the Industry Visited	No.of students Selected
2017-18	Rajsriya Automotive Industries	26
	DQ	10
	Hinduja Global Services	10
	ESSAR	9
	ELCOMPO	5
	East India Technologies	10
	Infosys	4
	Global Automobiles	8
	Wipro	2
2018-19	East India Technologies	19
	Savanthis	8
	Foxconn Mobiles	42
	TBR Infra PVT LTD	20
	Hakuna Mattata Software solutions	2
	Wipro Infra Engineering	7
	Johnson Lifts	8
	Pryce Infotech	6
	CV Corporation	8
	EFFive PVT LTD	1
	KCP Cements	13

## **9. STUDENT MENTORING SYSTEM:**

Sai Ganapathi Engineering College implemented a system to monitor the student at different levels in the Departments. 1<sup>st</sup> year students of all branches under the control of BS&H Department & 2<sup>nd</sup> year onwards respective branch HoDs 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 the students are irregular, not attempted the exams, non submission of assignments, poor academic performance, for these class teacher /HOD will counsel and convey to their parents also

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

## **10. CO-CURRICULAR & EXTRA CURRICULAR ACTIVITIES**

### **10.1 Co curricular activities:**

To update the student with current technologies, in each department, it is regular practice to conduct the expert talks, add-on courses, seminars, Guest lectures and workshops. For every six months, the college publishing a news letter. "TECH LAUREL". It will give the details of co-curricular & Extra-curricular activities conducted in our college.

In an Academic Year-

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 linked workshops yearly organized by each department.
4. In December "Mega projects expo" has been organized in our college to increase innovative projects.
5. Students are Encouraged to participate in national & international seminar, if students got 1<sup>st</sup> and 2<sup>nd</sup> places in the National & International seminars, "Registration fee will be born 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 – Conventional Energy projects are mainly encouraged to do.

## **10.2 .Extracurricular Activities**

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

### **10.2.1 Department Associations:**

Each department have the individual department association, to conduct technical & Social responsible activities .Every student of the respective department, member of the Association.

### **10.2.2 Entrepreneurial development cell: (EDC)**

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

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

### **10.2.3 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.

### **10.2.4 Women Empowerment Cell:**

In the current days women Empowerment cell plays a key role to Encourage the Engineering girl students to adverts 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 defence
3. Encrage the girl student on industrial visit
4. Celebration of women's day with technical event



## 11. Encouragement To Students

### 1. **Awards for Academic Toppers:**

Every Year on college anniversary day the overall academic toppers (1<sup>st</sup> & 2<sup>nd</sup> topper) in each branch identified & awarded with Gold & Silver medals.

### 2. **Semester Book Support for the Toppers:**

The semester toppers (1<sup>st</sup> & 2<sup>nd</sup>) allowed to take the next semester text books from the library & for the whole semester they can retain the books.

### 3. **Support for the Paper/Project presentation:**

Students are Encouraged to participate in national & international seminar ,if students got 1<sup>st</sup> and 2<sup>nd</sup> places in the National & International seminars, “Registration fee will be borne by the institute”

### 4. **Laboratory Records Support:**

All the students are provided with lab records free of cost.

### 5. **Encouragement for Innovative projects:**

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

## **12. INFORMATION TO PARENTS**

SGEC, one of the premier Engineering College of Visakhapatnam district, strive hard to produce engineers with ample knowledge & skill with current technologies. From the parents the institution anticipates the following, for the bright future of the student:

They are requested to :

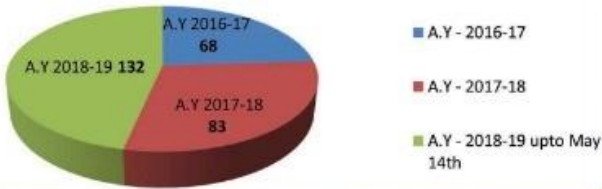
- Be vigilant and have a strict follow up on the attendance of their wards to ensure that their wards attend all their classes.
- Be in regular touch with HoD/Principal regarding the student academic progress.
- Counsel their wards regarding the value of the discipline and punctuality and sensitize them about its importance in building a meaningful 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.

### 13. IMPORTANT PHONE NUMBERS

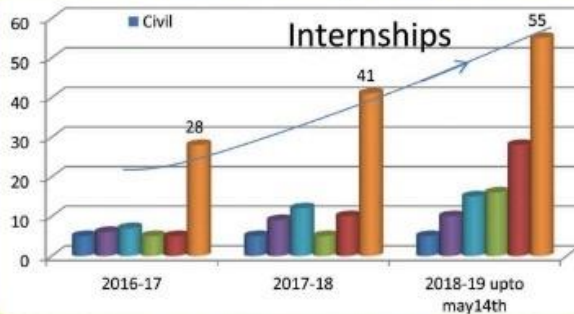
<b>Designation</b>	<b>Name</b>	<b>Contact Number</b>
Principal	Dr.V.Joshua Jaya Prasad,ME,Ph.D	9966875588
HoD- BS&H(1 <sup>st</sup> year)	G.Dhillesu, Msc.M.Phil	9985370193
HoD- CSE	G.Ramesh Naidu (Ph.D)	9966742700
HoD- ECE	M.Bhagya Sri M.Tech	8985945601
HoD- MECH	V. AppalaRaju M.Tech, (Ph.D)	7382536045
HoD- EEE	R.Gayatri Siva Lakshmi M.Tech	9494671354
HoD- Civil	G.Ajay Kumar, M.Tech	9581600339
Exam Cell Cordinator	G.Phani Kumar, M.Tech	9052391243
Anti Ragging Committee	SLN JayaSankar Reddy, M.Sc.	9290296435
Women Empowerment	J.A.Ganeswari, M.Tech (Ph.D)	9491153004
Principal Office	P.KrishnaVani/ S. Rambabu	9966992001
P.D	B.Venkata Raju (M.P.Ed)	9493427714

### Placements

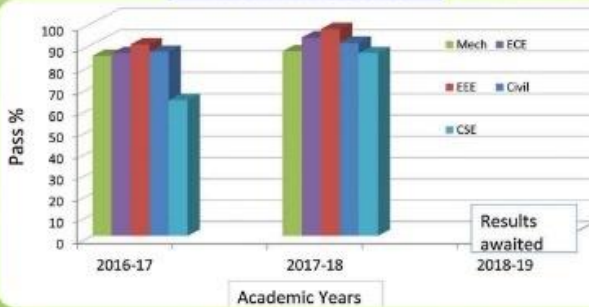
#### SGEC All Branches - Total Placements



### Internships



### Exam Results



*Think Better - Choose Best*

**Sai Ganapathi Engineering College**

(An ISO 9001 : 2008 Certified Institution)