

**ATRIA INSTITUTE OF TECHNOLOGY**  
**BANGALORE - 560024**

**Student Handbook – Code of Conduct**



## **Atria Institute of Technology believes in Respectful Environment for Students and Staff Members**

### **Atria Institute of Technology**

Established in 2000, Atria Institute of Technology has been standing strong for two decades as an engineering and management institute. With a sprawling 17.5 acres of campus in the heart of the city, the institution is currently conducting six undergraduate programs, four postgraduate programs in engineering and a master's program in Business Administration. Owing to the best of infrastructural and academic facilities, Atria Institute of Technology has a pool of researchers across IISc, IITs, IIMs, NITs, and other reputed Institutions across India and abroad. To corroborate the theoretical fundamentals with real-life situations, the faculty base includes trainers with rich corporate experience.

Founded in 1960, Atria as a group is a diversified conglomerate with interests in renewable energy, healthcare, hospitality, education, training, and information technology. Atria Power, ACT, Atria Radisson Blu, Xcelerator, Brains and Intellicar are a few of the brands under Atria Group.

Atria aims to provide the extraordinary facilities maintaining an equipoise on knowledge and co-curricular requirements to ensure the overall development of the student. We seek to inculcate an adaptive mindset through our principles of learning to learn, learning by practice and learning through enabling.

### **Vision:**

**Atria Institute of Technology** envisions to be a premier technical and management institution that provides transformational learning and multi-disciplinary research to develop socially conscious and competent professionals.

### **Mission:**

Atria Institute of Technology is committed to:

- Effectively disseminate knowledge between highly competent faculty and student community.
- Create an ambience that fosters a passion for learning and collaborative research.
- Nurture professionals who can add value to organizations, engage in higher

studies and pursue innovative entrepreneurial activities.

- Provide best in class infrastructure to facilitate experiential learning in cutting edge technologies.
- Develop leaders who exhibit ethical behaviour in professional and societal activities.

#### **Core Values:**

- Innovation
- Integrity
- Quality
- Teamwork
- Professionalism
- Ethics

#### **Department of MBA (ACME)**

The Department of Master of Business Administration is named as Atria Centre for Management & Entrepreneurship (ACME) at Atria Institute of Technology. The department was established in 2004. Current business environment requires managers with integrity, accountability, and individuals with a strong sense of social responsibility. At MBA, we provide our students with an opportunity to explore beyond their limits and enrich their thought process through a detailed academic course. The two-year MBA program at Department of MBA, develops and nurtures managerial talent in its students so that they can successfully enter the corporate world of digital India.

#### **Vision (Department of MBA)**

- *To be a prominent management institution offering transformational learning and research for growing human potential by developing socially responsible and effective future leaders.*

#### **Mission (Department of MBA)**

Department of MBA is committed to:

- **M1:** Effectively disseminate business knowledge between industry and academic experts and student community.
- **M2:** Collaborate with leading organisations for exposure to real life business problems and solutions.

- **M3:** Create an ambience for superior academic and research endeavours to nurture ethical future leaders.

- **M4:** Foster employability, entrepreneurship skills and social responsibility

We at the Department of MBA are committed to attain our Mission and Vision. In doing so we strongly uphold our Values. Our core values are:

- Attain Excellence in teaching and mentoring students,
- Transparency in all our dealings,
- Respect for every individual staff and student,
- Integrity and
- Aiming for student centricity.

#### **A. Statement of Principle:**

Atria Institute of Technology generates a positive environment for working, learning and living. Students at Atria Institute of Technology is expected to conduct themselves in a manner that upholds the above-mentioned values in all communications and interactions.

#### **B. The Respectful Institutional Environment:**

- Fostering a culture of excellence in research, innovation, entrepreneurship, rational thinking and civility
- By providing necessary resources for generation, dissemination, and utilization of knowledge, and
- in the process, creating an ambience for practice-based learning to the youth for success in their careers is the mission of Atria Institute of Technology.

#### **C. Respectful Environment for Student:**

Student shall contact his/her class teacher, professor, Head of the department, if his/her concern relates to a course or academic matter.

#### **D. Related Policies & Provisions:**

Administrative Heads of Departments and others responsible for addressing respectful environment concerns will direct the individual to the appropriate office.

## **1. Code of Conduct:**

**1.1.** Atria Institute of Technology is a community of students, faculty, and staff involved in learning, teaching, research, and other activities. In accordance with the Atria Institute of Technology Statement on Respectful Environment for Students, Faculty and Staff, all members of this community are expected to conduct themselves in a manner that contributes to a positive environment where respect, civility, diversity, opportunity, and commitment are valued, so as to promise the success of both the individual and the institution.

**1.2.** The purpose of this Student Code of Conduct is to define the general standards of conduct expected of students and any deviation is, subjected to disciplinary action. Students are expected to be aware of these policies of the code of conduct and to conduct themselves in accordance with, this.

**1.3.** Atria Institute of Technology respects the personal rights of students. This Code governs only to the extent necessary to protect the integrity and proper functioning of the academic and non-academic activities of the Institution. The facilities, the resources and the joyful environment are for all the members of the Institution. All the members of the Institution shall feel the responsibility of protecting the resources.

## **2. Definitions in this Code:**

**2.1. "Student"** means: a person who is presently enrolled at the Institution in a credit course/short-term course.

**2.2. "Institution"** means: Atria Institute of Technology

**2.3. "Premises"** includes: lands, buildings, hostels and grounds of the Institution.

## **3. Applicability:**

**3.1.** This Code applies to all the students of Atria Institute of Technology:

(a) Who are in the premises of the Institution.

(b) Who go out to participate in the activities sponsored by the Institution, or, where the conduct is suspected to adversely disturb, affect, disrupt, or interfere with another person's participation in Institutional programs or activities.

**3.2.** Any student found responsible for non-academic misconduct is subject to the disciplinary provisions of this Code. A student may be subjected to criminal prosecution and/or civil proceedings if the nature of guilt warrants, in addition to the disciplinary action.

#### **4. Prohibited conduct that is subject to disciplinary actions:**

##### **4.1. Misconduct against person includes:**

- (a) Creating a condition that unnecessarily endangers the health or safety of other persons; uttering threats.
- (b) Bullying, intimidating, manhandling or harassing another person in the campus, outside the campus or in the hostel.
- (c) Any conduct that can be reasonably considered hazing or forcing activity
- (d) Physically aggressive behaviour, bullying, assault, harassment, intimidation, threats, or oppression either to students or any other member of Atria Institute of Technology.
- (e) Conduct that threatens or endangers the health, safety or property of any person in the institution.
- (f) Conduct that creates conditions that endanger the health, safety, property, or well-being of any person in the institution.
- (g) Engaging in a course of annoying conduct, harassment, or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the basic Human Rights.
- (h) Use of criminal force; Assault as well as sexual offences or unnatural offences,
- (i) Physical (manhandling) or psychological humiliation in the campus, hostels or outside.
- (j) Any unwelcome physical, verbal or nonverbal conduct of sexual nature; showing pornography, demand or advances for sexual favours; physical contact advances are considered highly immoral and unethical.
- (k) Sexual harassment is treated as a misconduct and stringent action shall be initiated.
- (l) Violation of decency and morals through ragging.
- (m) Unauthorized entry or presence on any premises of the campus.

#### **4.2. Misconduct against property which includes:**

- (a) Taking, destroying, or damaging property that is not her or his own.
- (b) Defacing any part of the campus premises.
- (c) Knowingly possessing stolen property.
- (d) Creating a condition that endangers or threatens destruction of the property of Atria Institute of Technology or of any of the members of Atria Institute of Technology.
- (e) Institutional Property Misuse-
  - Taking or possessing without authorization, or
  - misusing, destroying, defacing, or damaging Institutional property or property that is not their own, or
  - information or intellectual property owned by the Institution or by any of its members.

#### **4.3. Disruption:**

No student shall, by action, threat, disrupt any activity organized by the Institution or by any of its faculty/ departments/ or the right of other persons to carry on.

#### **4.4. Unauthorized use of College Facilities, Equipments, or Services:**

- (a) No student shall use any facility, equipment, or service of the Institute, or enter or remain in any premises, to which they do not have authentic access.
- (b) No student shall use any Institute's computing equipment, facility, network, or system for any disruptive or unauthorized purpose, or in a manner that violates any law, Institutional regulations, policies, or procedures.
- (c) No student shall destroy, misplace, misfile, or render unfeasible any stored information such as books, film, data files, or programs from a library, computer, or other information storage, processing, or retrieval system.

**5. Unauthorized Possession or Use of Dangerous Objects**

No student shall store, possess, or use real or replica firearms or any other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus.

**Declaration**

"I..... S/o or D/o  
....., hereby accept and agree to the statutes, rules, regulations, and policies of Atria Institute of Technology. I promise that I will comply with all the above-mentioned statutes."

*Signature of the Parent*

*Signature of the Student*



## **6. Atria Institute of Technology's Cell Phone Policy:**

**This fascinating magic device can be used for academic purpose such as: to get an access to e-learning portal Moodle; MOOCs courses, Digital library; uploading assignments etc...**

Keeping in view with the aforesaid activities Atria Institute of Technology authorities have provided campus Wi-Fi facility to the students in the campus. Students shall utilize the resources that are available in abundant. To be vigilant on the misuse of this magical device and to minimize the ill-effects of mobile usage the following activities are restricted in the classrooms.

- Engaging in SMS messaging, making phone calls, accessing the internet from their phone for YouTube downloads or watching pornographic videos, or playing a mobile driven game; carrying mobile to the exam halls, classrooms; text messaging during classtime; using mobile phones while driving.
- For a better Learning ambiance cell phones shall be put off during the lecture hours.
- The students can use laptops only with the approval of the faculty.
- Institution is not responsible for the loss of cell phones/laptops/any valuable goods.
- Students shall not use any portable electronic music devices (mp3 players/iPod etc.)

**Cell phones will be seized or confiscated if the student is found guilty.**

I have gone through the Cell Phone Policy of Atria Institute of Technology and I promise that I will not misuse the privilege of Wi-Fi and utilize it only for the academic progress. I am aware of the consequences of the violation of this rule and abide to any action that is initiated on me.

*Signature of the Student*

## **7. Atria Institute of Technology is NO SMOKING Zone- “SMOKING HERE IS AN OFFENCE”**

As per Govt. of India’s policy, Section 31 of the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 (34 of 2003), smoking is prohibited in the campus. Any student found smoking in Atria Institute of Technology campus shall be charged with a fine of Rs.200.

## **8. Alcohol or Drug Use**

**8.1.** No student shall use, possess, consume, bring or distribute any intoxication related substance or drug or alcohol. Disobeying the policies of the Institution regarding the possession, distribution, and the consumption of alcoholic beverages/drugs, shall be viewed seriously.

### **8.2. Offences involving alcohol include:**

- (a) Being drunk and disorderly.
- (b) Providing alcohol to minors or classmates
- (c) Illegal selling or distribution of alcohol
- (d) Drinking alcohol in the campus.

## **Violation of the code of conduct attracts the following Disciplinary Measures from Atria Institute of Technology authorities:**

**The below-mentioned measures are only indicative of the actual punishment that will be decided taking into consideration the actual offence done by the student:**

- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
- Suspension / expulsion from the hostel

- Cancellation of admission/ suspension from attending classes
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the person/s committing or abetting the crime ofragging are not identified, the institution shall resort to collective punishment as adeterrent to ensure community pressure on the potential ragggers.

**Statutory Warning:**

**No student shall report any matter of the Institute to the Police, Press or Publicwithout taking prior permission from the Management and all students should adhere to rules and regulations of Affiliating University - Visvesvaraya Technological University**

"I..... S/o or D/o  
 ....., hereby accept and agree to the statutes, rules, regulations,and policies of Atria Institute of Technology, in which I am registered, and have read the above mentioned Code of Conduct. I am hereby giving an undertaking that I will be abiding to the rules & regulations mentioned herewith during my study at this college."

*Signature of the Parent*

*Signature of the Student*