

# **STUDENT HANDBOOK**

## **East Point Group of Institutions**

Jnanaprabha Campus, Bidarahalli,

Off Old Madras Road, Banaglore-560049

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*This '**Student Handbook**' is for students of East Point Group of Institutions  
-Bangalore*

*All attempts have been made to provide accurate information.*

*The applicable Rules and Regulations for the programs are subject to revisions.*

*Any such changes will be informed to the students from time to time.*

**September-2022**

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## 1. Welcome Message

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Dear Student,

We take immense pleasure to welcome you to the East Point Group of Institutions. We are committed to the holistic development of our students. Holistic development means that there are seven dimensions to human development—Emotional, Intellectual, Physical, Social, Occupational, Environmental, and Spiritual.

Our curriculum is designed to develop you in all these dimensions through classroom teaching and laboratory practice, technical competencies and skill development training, industry internships, projects, technical clubs participation, life skill development training, student clubs participation, career development training, business incubation, and entrepreneurship development training.

Success depends on collaboration between you and our members of faculty and staff. Proactive response from both sides and passion for learning will definitely make you successful and happy. We plan and schedule all the activities in our calendar and provide opportunities to all our students. You need to manage your time and participate in the activities proactively.

The under-graduation program is the foundation for all your life as well as your career. If you miss building a proper foundation, the castles built may not stay with a test of time. Many of you are in your teens and you are at a growing age. It is essential that you take advice and suggestions from members of faculty, elders, and parents as they advise based on their experience. Anything which has very high energy will be unstable, such a thing will attain stability only when its energy is minimum and so also any living thing. It's necessary to control ourselves to remain innovative, creative, and productive and adopt best practices for life.

I am sure that you are all intelligent enough to manage your student life efficiently, usefully and build a great foundation for your life during your studies here.

I congratulate you for choosing East Point for your studies and also thank your parents for choosing our institutions.

I welcome you once again and wish you all the best and hope that you go out of this campus with holistic development and as a global citizen.

**Principal**

## 2. Introduction to East Point Group of Institutions

East Point Group of Institution (EPGI) is the most preferred destination for Quality Higher Education in East Bangalore. Dr. S. M. Venkatpathi, an Industrialist founded “M G Charitable Trust” in the year 1997. Under the aegis of this trust, “East Point Group of Institutions were Established (EPGI)”. EPGI is committed to fulfilling the aspirations of youth in scientific, technological, economic, health, and social sectors through higher education. **Mrs. Ramadevi Venkatpathi, wife of Late Founder Chairman is the Chairperson of the trust, Mr. Pramod Gowda and Mr. Rajiv Gowda are trustees as well as the CEOs of the group institutions.**

The Institutions that form “East Point Group” are: East Point College of Medical Sciences & Research Centre (EPCMSR), East Point Medical College Hospital (EPMH), East Point College of Engineering & Technology(EPCET), East Point College of Pharmacy(EPCP), East Point College of Higher Education(EPCHE), East Point College of Nursing(EPCN), East Point School of Nursing(EPSN), New Royal College of Nursing (NRCN), East Point College of Physiotherapy (EPCPT), East Point Pre-University College(EPPUC), East Point College of Management (EPCM), East Point PU College(EPPU College) and East Point School(EPS).

These Institutions are located on 60 acres, lush green, serene, “Jnanaprabha Campus”, at Bidarahalli, off old Madras Road, 5 km distance from K R Puram Bangalore. On this campus, there are 20 purpose-built buildings with a built area exceeding 1 million square feet. There are more than 7000 students studying on campus with more than 425 faculty members and around 600 staff.

## 1. Vision, Mission, Values, and Objectives of East Point Group of Institutions

The primary goal of higher education is to develop quality human resources to contribute to scientific, technological, healthcare, economic and social development to achieve the sustainable and developmental goals of our nation and communities in general. The educational institutions develop quality human resources imparting required education, competencies, technical skills, and life skills to the student communities and train them to be able to contribute to the socio-economic development of Society. Education not only plays a major role in the overall development of a nation but moulds an individual to be a global citizen.

In 1997, Dr. S M Venkatpathi, an industrialist, and his family created “M G Charitable Trust” to be a part of the noble cause of Education. The Trust resolved to offer educational programs by creating colleges. These Colleges are known today as “East Point Group of Institutions” and are located in the northern part of Bangalore at Bidarahalli, Off Old Madras Road on a lush green “Jnanaprabha” campus of around 60 acres. The Vision, Mission, Values and Objectives of these institutions are:

### **Vision**

East Point Group of Institutions aims at building a Better World and a Better Mankind by imparting quality education through the learned academic fraternity who have dedicated themselves to the motto of Education + Humanity

### **Mission**

Our purpose is to create graduates through quality higher education. We are committed to innovation, creativity, and excellence in our teaching, learning, and research. We focus on imparting holistic education and laying the foundation for lifelong learning. We serve the scientific, technological, healthcare, economic, and societal developmental needs of our communities

### **Values**

1. Maintaining the highest levels of integrity and ethics in teaching, administration, and research activities of the group institutions;
2. Affording equal opportunity to all persons irrespective of caste, creed, gender or ethnicity;
3. Supporting the cultural, economic, and social welfare of the citizens of the country;

4. Sustaining a diverse student and academic community committed to merit and equity as the fundamental principles and extending support to students and staff to realize their full potential;
5. Maintaining a safe and harmonious learning and working environment within the group

### **Objectives**

The aim of the East Point Group of Institutions is to offer higher education programs to aspiring students leading to a diploma, degree, postgraduate degree, and doctoral degree

#### **The Objectives are:**

1. To disseminate knowledge and skills through instructions, teaching, training, seminars, workshops, and symposia in Medicine, Health and Allied Sciences, Pharmacy, Nursing, Engineering and Technology, Science and Technology, Physical and Life Sciences, Art and Design, Commerce and Management, Liberal Arts, Humanities & Social Sciences, Legal Studies, Hospitality and many other disciplines of study and to equip students and scholars to meet the needs of industries, business, and society for its scientific, technological, healthcare, economic and social growth
2. To generate knowledge in the areas of Medicine, Health and Allied Sciences, Pharmacy, Nursing, Engineering and Technology, Science and Technology, Physical and Life Sciences, Art and Design, Commerce and Management, Liberal Arts, Humanities & Social Sciences, Legal Studies, Hospitality and many other disciplines of study through research to meet the challenges that arise in industry, business, and society
3. To train delegates on emotional, intellectual, societal, physical, environmental, economic, and spiritual dimensions
4. To provide technical and scientific solutions to real-life problems posed by industry, business, and society in Engineering and Technology, Art and Design, Management and Commerce, Health and Allied Sciences, Physical and Life Sciences, Arts, Humanities, and Social Sciences
5. To instill the spirit of entrepreneurship in our youth to help create more career opportunities in the society by incubating and nurturing technology product ideas and supporting technology backed business
6. To identify and nurture leadership skills in students and help in the development of our future leaders to enrich the society we live in
7. To develop partnerships with universities, industries, businesses, research establishments, NGOs, international organizations, governmental organizations in India and abroad to enrich the experiences of faculties and students through research and developmental programs

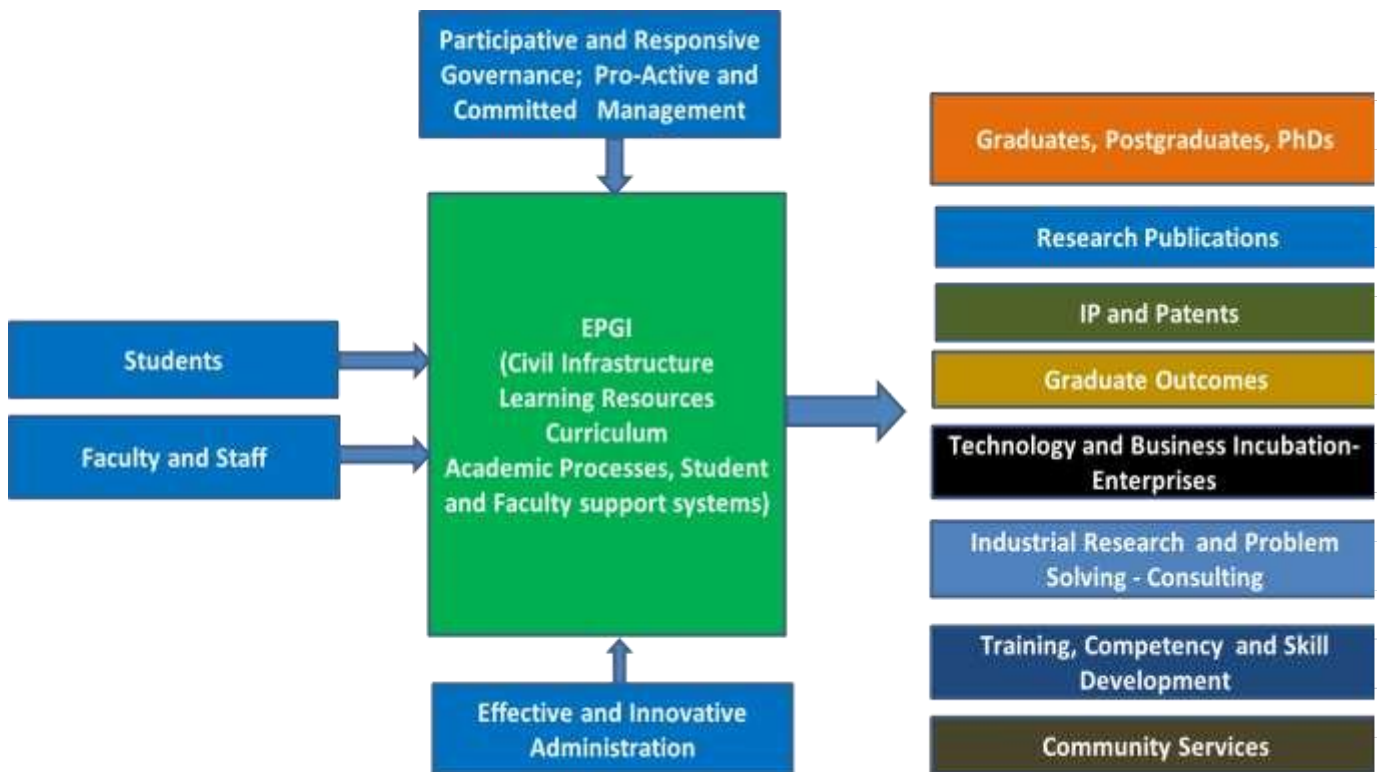
#### 4. East Point Group of Institutions

The institutions founded by M G Charitable Trust under the name of East Point are:

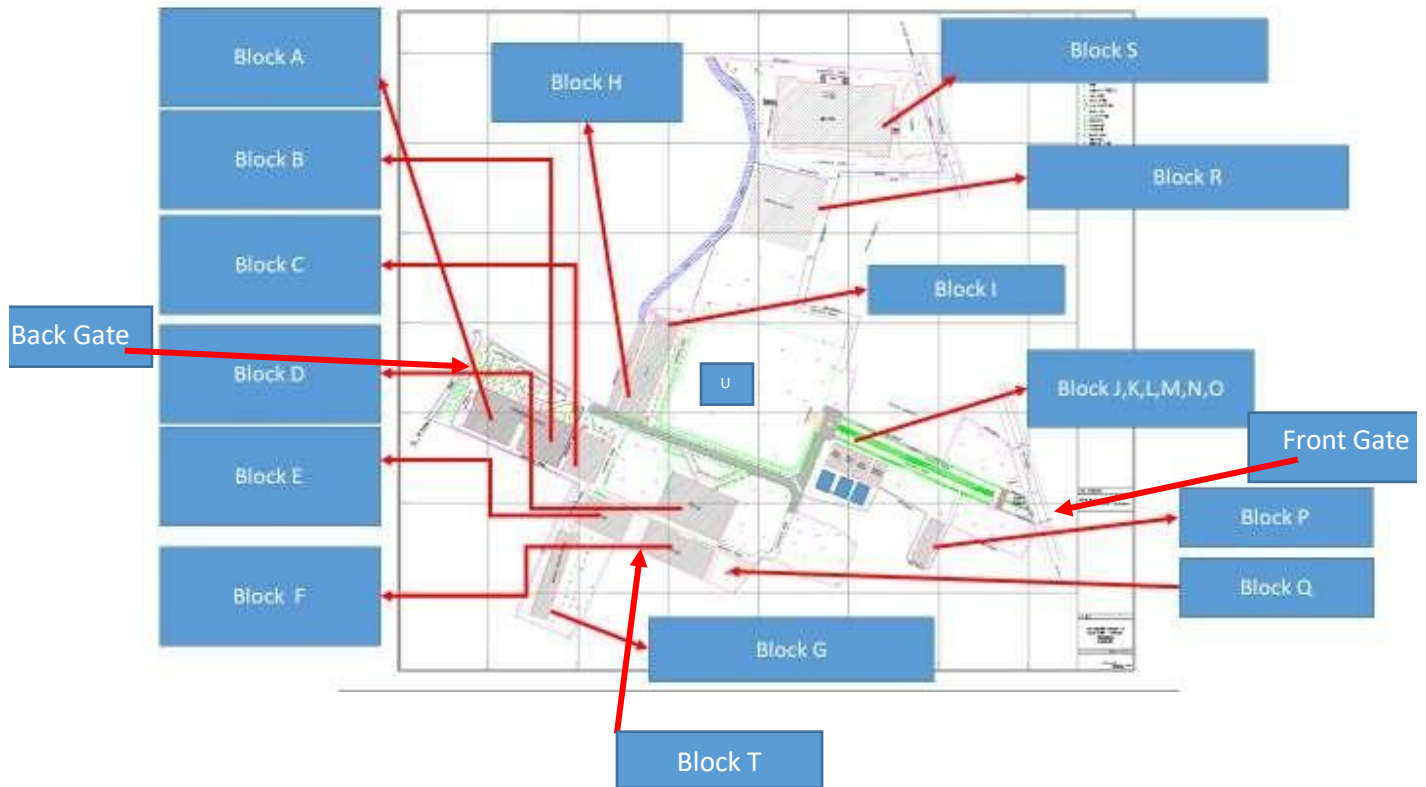
1	East Point School-Kalyan Nagar	1998
2	East Point PU College –Kalyan Nagar	1998
3	East Point College of Engineering & Technology	1999
4	East Point College of Higher Education	1999
5	East Point College of Pharmacy	2004
6	East Point College of Nursing	2004
7	East Point School of Nursing	2004
8	New Royal College of Nursing	2004
9	East Point College of Management-Kalyan Nagar	2007
10	East Point Pre-University College-Bidarahalli	2012
11	East Point College of Medical Sciences & Research Centre	2017
12	East Point Hospitals	2017
13	East Point College of Physiotherapy	2018



## 5. The Education Model

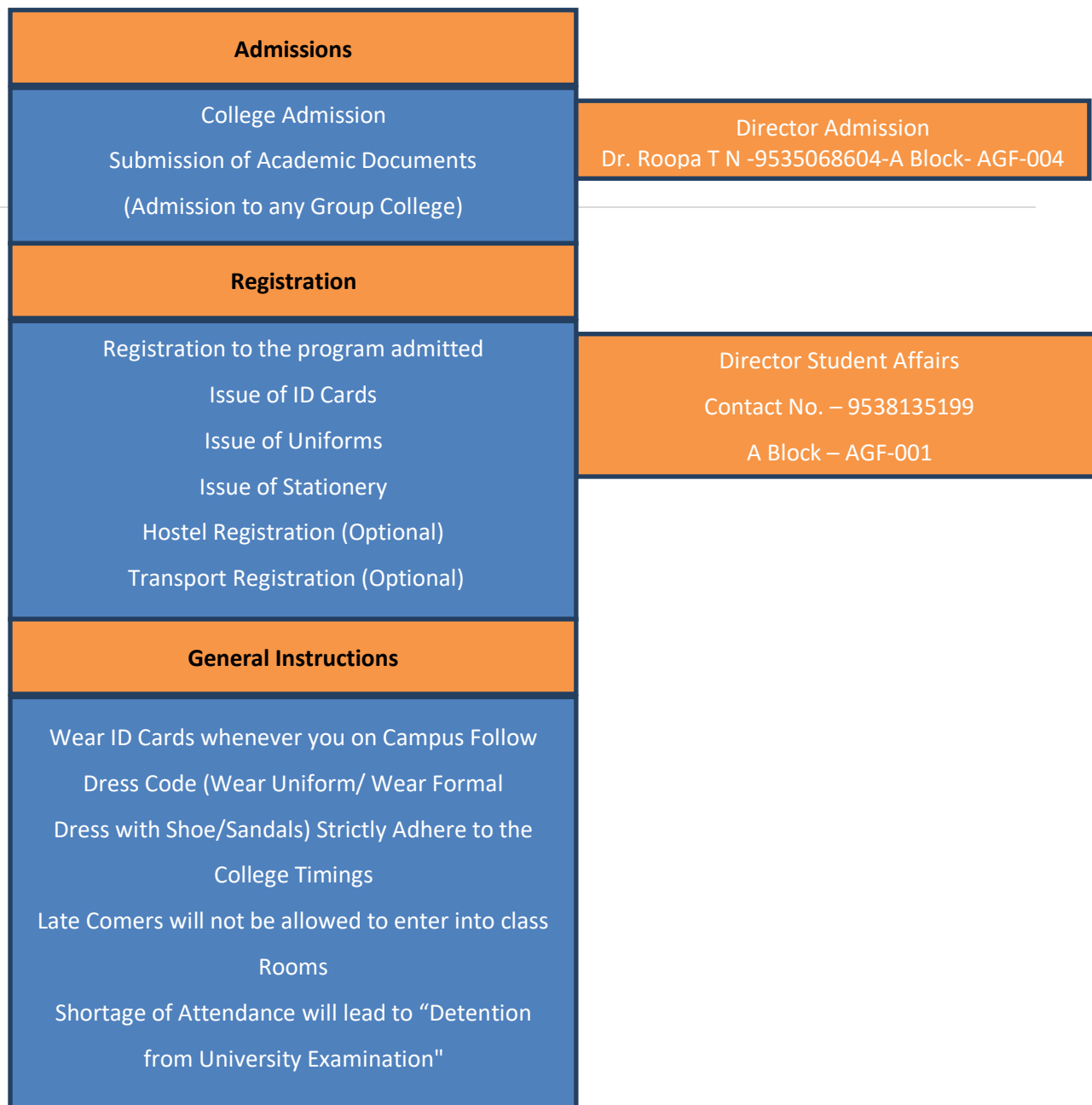


## 6. Campus Layout and Buildings



<b>S. No.</b>	<b>Building Blocks</b>	<b>Departments</b>
1	A	Main Block-Administration & Engineering-EPCET
2	B	Engineering-EPCET (CSE, ISE and ECE)
3	C	Engineering-EPCET (Civil and Mechanical)
4	D	Nursing and Physiotherapy-(EPCN, EPSCN, EPCPT)
5	E	Pharmacy (EPCP)
6	F	Higher Education (EPCHE) and Nursing (NRCN)
7	G	Boys Students Hostel-Project Stay
8	H	Girls Hostel-Pink Villa
9	I	PU College
10	J	Future Homes
11	K	Rose Pavilion A
12	L	Students Dining Hall
13	M	Medical Interns Hostel
14	N	Rose Pavilion B
15	O	Rose Pavilion C
16	P	Faculty Quarters
17	Q	Building Being Built
18	R	Medical College
19	S	Hospital
20	T	Civil Engineering Laboratory
21	U	Sports Ground

## 7. Student Life Cycle on Campus



### Report to Respective College

Report at Respective College Registration with  
Affiliating University  
Issue of Time Table Classes Begin  
Class Attendance Recording Begins Issue of Library  
Cards  
Know University regulations regarding –  
attendance, internals, examinations from the  
respective University website or through our  
East Point Website  
Know your curriculum from university website or  
East Point Website  
Periodic Internal Tests  
Periodic Internal Assignments  
University Examination  
Note: If there is shortage of attendance you will be  
detained as per the University Regulations  
Complete Semester Examination  
Progress to Semester 2 Follow the Same Procedure  
Complete 1<sup>st</sup> Year Study Successfully

### Contact

Your Principal  
Your Head of the Department  
Your Mentor  
Contact Details are given at  
[www.eastpoint.ac.in](http://www.eastpoint.ac.in)

### Ragging

If there is any ragging issue please complain  
immediately to Anti Ragging Squad of the  
respective college /  
Director Student Affairs

### Reaching Campus

You can opt for Hostel Accommodation  
You can travel from your house by College Bus  
You can travel from Your House by Public Bus  
You can use your Own Transport facility

#### Contact

Mr. Micheal – 9980942519 for Transport  
Mr. Naresh – 9901752909 for Boys Hostel  
Mrs. Gajalakshmi – 9731104029 for Girls Hostel  
Mr. Naveen D – 8095001799 for Hostel Accounts

### Co-curricular

Be a member of any Technical Club  
Attend Seminars / Guest Lectures /Expert Talks /  
Industry Visits  
Participate in Hackthons /Tech Competitions

#### Contact

Technical Club- Coordinators Mentors  
Details available on [www.eastpoint.ac.in](http://www.eastpoint.ac.in)

### Extra-Curricular

Join- Sports and Athletics Club to participate in Sports activities  
Participate in Inter-Collegiate Sports Activities  
Join- Cultural Club if you are interested in Cultural and Literary Activities  
Participate in Inter-Collegiate Activities NSS and Community Service Take part in College organized Tours and Excursions

#### Contact:

Director Student Affairs  
Students Club- Coordinators  
Details available on [www.eastpoint.ac.in](http://www.eastpoint.ac.in)

### Career Development

You can also participate in the Following:

1. Career Guidance Cell
2. Student Mentoring
3. Placement Training and Student Placements
4. Innovation Cell
5. Technology Incubation Centre
6. Start-ups

**Contact:** Director Student Affairs  
Coordinators

Details available on [www.eastpoint.ac.in](http://www.eastpoint.ac.in)

**Contact:** Director Placement & Training

**Contact:** Director, Innovation and Business  
Entrepreneurship

### Student Discipline

Reach your College Premises on Time

(8.30 am to 4.30 pm)

Follow the Dress Code specified by the College  
Students should follow grooming standards set by  
the respective College

Do not Indulge in fights and arguments on campus

Do not smoke or take any intoxicants while on  
Campus- if found guilty you will either be  
suspended or expelled

If you have shortage of attendance you will be  
detained as per university rules

Please pay the specified fees on time, otherwise,  
your names will be deleted from Attendance  
Register

Contact: Director Student Affairs

### Student Grievances

If you have any grievances please write to  
[studentgrievance.college@eastpoint.ac.in](mailto:studentgrievance.college@eastpoint.ac.in)

### College Functions

Participate in the College function and maintain  
the required protocols of discipline

Fresher's Day

Sports Day

Cultural Functions

Fare well Functions

Graduation Day

College Day

Alumni Day

Startingofyear-2

Year-2

If you are promoted based on University Results,  
Please pay the annual fee and register for the second year with the College at the  
office of Director Student Affairs

Your registration to second year is not automatic  
Once you register, you will get your new ID card and your name will appear in Attendance Register  
All the procedure describedforyear-1 gets repeated

Startingofyear-3

Year-3

If you are promoted based on University Results,  
Please pay the annual fee and register for the third year with the College

Your registration to third year is not automatic  
Once you register, you will get your new ID card and your name will appear in Attendance Register  
All the procedure describedforyear-1 gets repeated

Startingofyear-4

Year-4

If you are promoted based on University Results,  
Please pay the annual fee and register for the third year with the College

Your registration to fourth year is not automatic  
Once you register, you will get your new ID card and your name will appear in Attendance Register  
All the procedure describedforyear-1 gets repeated

Completion of your program

Register As Alumni of East Point Group Institutions

**Students can write their grievances to:**

[studentgrievance.college@eastpoint.ac.in](mailto:studentgrievance.college@eastpoint.ac.in)

[studentgrievance.hostel@eastpoint.ac.in](mailto:studentgrievance.hostel@eastpoint.ac.in)



#### 4. Academic Good Practices for Academic Integrity and Excellence

Academic good practices are all about ensuring the academic integrity of one's work. This article deals with attaining academic good practices including time management, developing good reading skills, note taking skills, citation, referencing and unacceptable academic practices like, plagiarism, collusion, cheating and academic misconduct . I have tried to put in all those good practices and unacceptable practices by reproducing the write ups that are available from various sources as they are well written and sources have been cited.

##### **Time Management**

It is essential to manage your time to have control over your life and don't let time manage you. The seven principles of time management are: **Be Organized**-Use your appointment calendar for everything, including listing study time, use "to do" lists for both long-term and for each day/week; **Plan Ahead (Schedule it and it will happen!)**-determine how long your tasks will take and schedule the tasks; **Prioritize Your Tasks**-use an A-B-C rating system for items on your "to do" lists with 'A' items being highest priority. Set goals for both the short term and long term as to what you want to accomplish; **Avoid Overload**-include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule; **Practice Effective Study Techniques**-Have an appropriate study environment. Split large tasks into more manageable tasks. Read for comprehension, rather than just to get to the end of the chapter. Be prepared to ask questions as they come up during study, rather than waiting until just before an exam. Do the most difficult work first, perhaps breaking it up with some easier tasks. Don't wait until the last minute to complete your projects. Read the syllabus as soon as you get it and note all due dates on your calendar. Be attentive and participative in class, and punctual, prepared, and eager to learn; **be Able to be Flexible**-the unexpected happens (sickness, car troubles, etc.); you need to be able to fit it into your schedule. Know how to rearrange your schedule when necessary (so it doesn't manage you - you manage it). Know whom to ask for help when needed; **Have a Vision (why are you doing all of this?)**-Don't forget the "big picture" - why are you doing the task - is it important to your long-term personal goals? Have and follow a personal mission statement (personal and career). (Are your activities ultimately helping you

to achieve your goals?) Know what is important to you. (What do you value most?) Have a positive attitude!

**[Reproduced from: [http://www.cob.sjsu.edu/nellen\\_a/time\\_management.htm](http://www.cob.sjsu.edu/nellen_a/time_management.htm)] Good Reading Skills**

It is not necessary that a book or article be read starting from page one and working through it in a linear fashion; it is essential to look for key terms concerning the topic and find summaries of the main arguments. This will help the reader get the sense of the argument and the structure of the book. Having the understanding of the author's main idea, the reader will be able to read the book or article quickly.

### **Note Taking Skills**

A note is usually prepared while reading an article or while listening to a speaker. While reading an article, it is suggested that the reader does a quick reading of the article looking for key terms concerning the topic and find summaries of the main arguments; once the main idea of the author is known, then the reader can read the article in detail and prepare a notes comprising the main ideas dealt in the article. The notes should be prepared one's own words as it helps the reader understand the notes better and avoids unintentional plagiarism.

While listening to a speaker, it is essential to distinguish the speaker's main points. It is sufficient to make notes of the main points with any useful supporting evidences. If possible to create some graphical illustrations of the speaker's main points, which will help the listener to create the connection between various main points.

### **Citation**

While writing articles, as an author you may express ideas, interpretations and work of other authors. It is a good practice that the authors be credited for their work and the authors work should be cited in the article at appropriate places. Citing the work of respected authors in your article brings lots of credibility to your work and validity of your own interpretations. A citation is a reference to a document.

### **Referencing**

All the citations be referenced. A reference list is the list of citations (material cited) in a written work. For referencing various referencing schemes are available. The different referencing techniques or systems of organizing references and citations are "Harvard", "Vancouver", "and Chicago Manual of style ", APA style, "MLA" or "name-year system". If you are referred to a particular style there are Style manuals which will give you the details of the system and format you should use. Different ones will be favored by specific disciplines, for example the Harvard style is used primarily in the sciences. A bibliography

is a list of documents (books, articles, and papers) read for a specific essay or assignment. All these references are not necessarily included in the list of references.

The Harvard and APA referencing manuals are attached for your reference [sample-1] and in addition a few samples to illustrate referencing is attached [sample2- sample3] from <http://lrweb.beds.ac.uk/guides/a-guide-to-referencing/referencing-schemes>.

### **Plagiarism**

Plagiarism is the act of taking another person's writing, conversation, song, or even idea and passing it off as your own. This includes information from web pages, books, songs, television shows, email messages, interviews, articles, artworks or any other medium. Whenever you paraphrase, summarize, or take words, phrases, or sentences from another person's work, it is necessary to indicate the source of the information within your paper using an internal citation. It is not enough to just list the source in a bibliography at the end of your paper. Failing to properly quote, cite or acknowledge someone else's words or ideas with an internal citation is plagiarism.

[ **Reproduced from:** <http://www.lib.usm.edu/legacy/plag/whatisplag.php>].

One should avoid plagiarism as it is a matter of academic integrity.

### **Collusion, cheating and falsifying are grouped as academic dishonesty.**

#### **Collusion**

“Collusion is the act of collaborating with someone else on an assessment exercise which is intended to be wholly your own work, or the act of assisting someone else to commit plagiarism” (Maguire, 2003).

Maguire C (2003) Guidance for BVC providers: a common approach to plagiarism and collusion London: Bar Council

Joining the academic community involves discussing ideas and concepts with other people. Lecturers present their ideas at conferences and you will be involved in discussions with friends and colleagues in seminars and on your own time. Talking about ideas and theories is an important way of developing your understanding of your course. However, working too closely on a particular assessment with someone else might lead to collusion. It might be that your department asks you to work in a group for one of your assignments. If so, be clear about how you are going to work and how you are going to be assessed, i.e. whether you are being asked to produce an individual piece of work or a group project.

**Acceptable practice:**

- talking about books or lectures with another student
- comparing essays and feedback after the assignment has been marked
- working in the library together
- including ideas that another student expressed in a seminar, including a reference and in-text citation

**Unacceptable collusion:**

- writing a joint set of notes with another student
- asking another student what you should include in your essay
- including ideas that another student had in a seminar without referencing them
- looking at another student's essay before the assignment is due
- showing another student your essay before the assignment is due

[Reproduced as it is: <http://www.york.ac.uk/integrity/collusion.html>]

**Cheating:**

Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the instructor as part of any academic exercise. Examples of cheating include, but are not limited to the following:

Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

Assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.

Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.

**Other Academic Misconduct:**

Falsifying or fabricating data, records, or any information relevant to the student's participation in any programme or academic exercise, or tampering with such information as collected or distributed by the faculty member. Examples of academic

dishonesty include, but are not limited to the following: Falsifying, or attempting to falsify, attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.

Inventing, fabricating, or falsifying data as part of the completion of any academic exercise.

Knowingly furnishing false information (or facilitating the furnishing of false information) to a faculty member.

**[Reproduced from: <http://www.deltacollege.edu/dept/ar/catalog/cat0910/1841.htm>]**

Plagiarism and academic dishonesty are not acceptable in academics and considered to be evil and these are punishable acts.

The following quote from Thomas Jefferson summarizes the importance of this article.

**“Honesty is the first chapter in the book of wisdom. Let it be our Endeavour to merit the character of a just nation.”**

### **Student Centric Outcome Based Education – A Progressive Approach to Teaching and Learning**

There are two approaches to teaching and learning philosophies in Education. They are “Content-Based (Input based/Traditional)” and “Outcome (Competency) Based (OBE)”. The content-based education approach focuses more on the delivery of content than on ensuring that the student has learned the content; the education is teacher-centric and the motivation to learn, for the student, has to come from the teacher and the student is a passive learner. The education that most of us have received is content-based and from experience, we know how much time we had to spend to adapt to the real-life problem-solving environment.

Outcome based education prepares a student to achieve a set of stated learning outcomes and measures the extent of achievement right through the learning period. The course/module tutor writes a set of learning outcomes that a student should be able to do after learning a given course/programme and the learning outcomes are measured using innovative assessment methods. The learning outcomes include cognitive abilities, attitudes and practical skills that a student is required to develop while learning a course/module/programme. It is expected that by mastering the stated learning outcomes, a student will be able to perform a defined task in the course/programme area with the right attitude and in a professional manner. The tutor uses Bloom’s taxonomy while writing the outcomes and writing learning outcomes demands a greater ingenuity in the tutor. This philosophy of learning makes the student an active learner; the tutor a good facilitator and together they lay the foundation for lifelong learning.

In outcome based education, the Programme Educational Objectives, and Programme Learning Outcomes are decided and written by the programme team. The programme objectives and intended learning outcomes are further broken down into course aim, course objectives and course learning outcomes. The course content (curriculum) is written in a manner that will help achieve the course intended learning outcomes. The intended learning outcomes for each course are important than the course content. The course tutor can organize the teaching content and choose variety of teaching methods to achieve the intended learning outcomes, thus making the course content rather dynamic.

The course learning outcomes, course content and course assessment methods are like three vertices of a triangle. A change in any one vertex requires a dynamic change in the other two vertices.

To explain, if a change in learning outcome is decided based on student feedback, the teaching staff can quickly make corresponding changes to the course content and assessment methods thereby enriching the learning experience. This breaks the monotony for both student and tutors alike and creates an enjoyable teaching and learning environment in a University. The adoption of OBE philosophy by the Universities is a progressive approach to teaching and learning.

OBE was a popular term in the United States during the 1980s and early 1990s. It is also called mastery education, performance-based education; presently, almost all developed countries have adopted outcome-based education in their Schools and Universities. Is this outcome-based education something easy to evolve and adapt? The answer is no. Once Margery H. Davis (JVME 30(3) © 2003 AAVMC) proponent of OBE, while visiting Chile, stayed in a hotel that was undergoing structural alterations and there was a notice to hotel guests pinned at the entrance. This notice said, "Sorry for the inconvenience –but you'll love the result when it is finished", the same may be said about the shift to outcome –based education from content based education. In India, academic bodies have started realizing the importance of outcome based education only recently. EPGI is practicing outcome based education.

**Prof. S R Shankapal**  
**Executive Director**

## 8. Do's and Don'ts

Students are advised to strictly adhere to the following instructions:

1. Avoid Plagiarism, collusion, cheating and dishonesty in academic work
2. Pay the fees at the Accounts section only and preserve all the receipts of the fees/caution deposit, etc. paid for later use
3. The student cannot attend any class unless the requisite fees are paid and registered for the programme
4. Keep the college informed about change in the addresses, phone numbers, e-mail ids mentioned in your application and also about the local contact addresses, phone numbers, and contact persons
5. The student is expected to wear the ID card on person, failing which entry in to the campus premises/ classroom/laboratory and library will be denied by security personnel
6. Handle the College resources with diligence, any damage caused will invite sever penalty. Damages caused to infrastructure by students will result in a fine of double the cost of the damage
7. The students are expected to maintain cleanliness at their workplace; any form of littering in the premises is prohibited and the student will be fined, if found indulging in littering
8. Before leaving the laboratory please push back the keyboard drawers, keep the chairs in place and switch off the systems, lights and fans. (As applicable)
9. For any Hardware/ Software problems in the laboratories, please contact your respective Lab Instructor.
10. Maintain absolute silence in Library
11. Newspapers and reference books have to be referred only within the library premises. Any student who violates the rules and regulation are liable to forfeit the privileges of admission to the library
12. Handle all library CD's carefully
13. The students are required to make proper use of the Internet facility provided on campus. Improper use of the Internet will result in the termination of the facility to the students. Browsing of obscene material is punishable as per the law and any such incident will be viewed seriously

14. Do not download any software from the internet without written permission from Manager ICT
15. Maintain discipline on the Campus
16. The students are required to follow a neat dress code, preferably formals while on the campus
17. The University strongly believes that students should develop healthy habits. Smoking, chewing of pan, chewing of gum, etc. is strictly prohibited within the campus. Students found to be indulging in these activities are liable to be fined
18. Misbehaviour with any staff member or within the campus will lead to the expulsion of the student
19. In all communications, please clearly quote your full name, registration number without fail
20. Please do participate in all Programmes organized by the College
21. **THE STUDENTS ARE REQUIRED TO TAKE CARE OF THEIR VALUABLES SUCH AS LAPTOPS, MOBILE PHONES, ETC. THE College IS NOT RESPONSIBLE FOR ANY LOSS OF OR DAMAGE TO SUCH ARTICLES WITHIN THE PREMISES**
22. The information regarding the schedule of classes, projects and other activities of the College will be informed through:
  - a. Notice boards
  - b. Web notice board : [www.eastpoint.ac.in](http://www.eastpoint.ac.in)
  - c. e-mails and others means such as phone calls, etc. as necessary



## 5. Student Grievances

The Student's Grievance Cell desires to promote and maintain a conducive and unprejudiced educational environment. The objectives of the Students Grievance Cell include the following:

- To support, those students who have been deprived of the services offered by the College, for which he/she is entitled.
- To make officials of the College responsive, accountable, and courteous in dealing with the students.
- To ensure effective solutions to the student's grievances with an impartial and fair approach.

The Cell enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the College. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner. Emphasis on procedural fairness has been given with a view to "the right to be heard and right to be treated without bias". This year there was no grievance received from students.

The following are the members of the Student Grievance Cell:

S. No.	Names	Designation	Committee Designation
1	Dr. S R Shankapal	Executive Director	Chair Person
2	Dr. G Maruthi	Director-Student Affairs	Member
3	All Principals	Principals	Member
4	Mr. Joseph Anthony	Manager -Facilities	Member
5	Mr. Naresh	Hostel Manager (Boys)	Member
6	Mrs. Gajalakshmi	Hostel Manager (Girls)	Member
7	Mr. Michael	Transport Manager	Member

Students can write their grievances to:

[studentgrievance.college@eastpoint.ac.in](mailto:studentgrievance.college@eastpoint.ac.in)

[studentgrievance.hostel@eastpoint.ac.in](mailto:studentgrievance.hostel@eastpoint.ac.in)

## 6. Hostel Rules and Regulations

Students of EAST POINT GROUP OF INSTITUTIONS are eligible for hostel accommodation subject to the following terms, conditions, rules and regulations.

1. Admission to the hostel is approved by the Director / Chief Warden of EPGI on the recommendation of the student's application forwarded by the Principal of the Institution in which the applicant is a Bonafide Student.
2. Students who are permitted to stay in the hostel can do so for that particular academic year only.
3. All students are required to carry the Hostel ID card at all times. The student shall produce the ID card at the time of payment of mess bills, while applying for out-pass / permission to leave the hostel and to the canteen and security staff when demanded to do so.
4. Students who have local guardian should submit authorization letter from parents permitting them to visit / stay overnight at the local guardian's residence.
5. All students are required to attend the daily roll call at the specified time. If any student is unable to attend the roll call he / she must intimate the reason through roommate to the warden at the time of roll call.
6. Students who need to be admitted to a hospital will have to bear the medical expenses.
  - a. Students who need to go out of the hostel must do so after obtaining permission in writing from the Warden/ Authorized officer. No male student shall remain out of the hostel after 8 PM and no female student shall remain out of the hostel after 7 PM. Students found violating this rule will be asked to vacate the hostel. Students shall not visit area declared as "out of bounds" by the college authorities.
  - b. Interns who are on night duty at East Point Hospital shall sign the movement register kept in the warden office to record their movements. Students found violating this rule will be asked to vacate the hostel.
7. No student shall remain in the hostel rooms during class hours. Any student found to be absenting avoiding classes will be fined Rs. 100/- for each offence upto a maximum of two such offences and thereafter asked to vacate the hostel.
8. All students have to download the "**SpaceBasic**" App for raising complaints and booking meals.
9. The student shall pay the hostel charges which include accommodation, maintenance and cleaning charges in advance or as notified. Failure to pay mess charges will entail a fine of Rs. 20/- per day after the 15<sup>th</sup> day of the month and thereafter the student will not be provided with mess facility.
10. Students who fail / get detained or lose eligibility must vacate the hostel immediately.
11. The college campus area and hostel rooms / canteens are ZERO TOLERANCE AREAS for smoking, consumption of alcohol, use of psychotropic substances and tobacco by – products. Students found under the influence of alcohol or smoking or using other psychotropic substances and tobacco by-products in / near the campus will be expelled from the college without notice and will have to vacate the hostel room immediately.
12. No student shall indulge in RAGGING. The attention of all students is drawn to Government of Karnataka Circular No. ED 98 URC 98 dated 09.09.1998 wherein any form of ragging is prohibited

in college and hostels. Any students found indulging in any form of ragging will be expelled from the hostel and proceedings under relevant sections of the IPC as notified by the Government will be initiated.

13. Student should not participate in any anti-national, anti-social or undesirable activities inside or outside the campus.
14. No student shall practice, propagate or incite any student to practice, propagate casteism, communal or sectarian activity or untouchability. Students are prohibited from discriminating against any person on the ground of caste, creed, language and place of origin, social and cultural background of them. Students guilty of such conduct will be vacated immediately from the hostel.
15. Students must maintain personal hygiene and avoid littering in the hostel corridors and campus areas.
16. No student shall dress inappropriately in the hostel. Students are prohibited from walking in and around the hostel in towels / under clothes. Students should be dressed appropriately when they come for roll call and meals at the mess. Students should not wear shorts and vests to the mess / library and campus areas.
17. If any student needs to use laptops in their rooms, prior permission has to be obtained from the office by paying the prescribed fees. Laptops are to be used only for educational purposes. If any pornographic / anti-social contents are detected in any Laptop it will be seized and appropriate action will be initiated in the matter.
18. Students shall not enter / congregate in rooms other than the once allotted to them after 7.00 pm. If they are found in any other room a penalty to the extent of double the hostel fees for the year will be charged to the student and room occupants.
19. Students should not arrange functions or meetings within the hostel or outside the hostel and within the institute campus without specific permission of the concerned authorities.
20. Students found creating nuisance in the room / corridors or found shouting / singing loudly will be fined Rs.500/- in the first instance and thereafter asked to vacate the hostel within 24 hours.
21. Students are required to obey all traffic rules inside the campus.
22. Students should not indulge in any practices / activities which may endanger their own personal safety as well as that of others.
23. Students shall be personally responsible for the safety of their belongings.
24. Any damage caused to the hostel property will have to be made good by the student.
25. General damage to the hostel property will be the collective responsibility of all students and they will be required to make good such damages in the event the student/s responsible for the same are not identified.
26. The student shall not move any allotted furniture from its proper place and not damage them. If any additional furniture other than the ones allotted belonging to the hostel are in the room the occupant of the room shall hand over the same to the warden, failing which he / she will be charged a penal rent.
27. The student shall not remove any fittings in his / her room or from any other room to fit in his / her room.

28. At the end of the academic term no student shall lock the room allotted to him / her. All students must hand over the room keys and obtained NO DUE CERTIFICATE from the Warden / Authorized Officer at the end of the academic term. Students failing to adhere to this rule will be charged Rs. 5000/- per month, if they do not hand over the key and vacant possession of the hostel room to the warden.
29. Water and Electricity are to be used judiciously and all rules / regulation made in regard to the utilization of these resources shall be adhered to strictly. No water heaters are permitted in the rooms.
30. Hostel Managers, wardens, authorized staff are authorized to periodically inspect the hostel rooms and facilities. Students are to co-operate for the same.
31. Students must inform / update the hostel office as and when their contact number is changed.
32. All students shall obey all rules, regulations and instruction issued from time to time, by the college authorities and warden. The hostel rules and regulations may be amended by the concerned authorities from time to time and such amendments will be notified in the hostel notice board.
33. All students shall observe the code of conduct and rules and regulations notified by the EPGI.
34. All students residing in the hostel should read and sign a copy of the "EPGI Hostel Rules and Regulations" and sign an undertaking to abide by the same.
35. Students are duty bound to report to the Warden / authorized officers any unwanted incident or undesirable activities in the hostel or in the campus that may come to their notice.

**BY ORDER OF MANAGEMENT– EPGI**

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**UNDERTAKING**

I, \_\_\_\_\_ S/D/o \_\_\_\_\_ having been allotted hostel accommodation in Room No. \_\_\_\_\_ at EPGI campus affirm that I have read all the EPGI Hostel Rules and Regulations and undertake to abide by the said rules and regulation in letter and spirit. In the event of being in breach of the said rules and regulations I shall submit myself to the disciplinary action of the hostel authorities and will accept the decision of the management in this regard. A copy of the EPGI Hostel Rules and Regulation has been received by me.

**Date:**

**Signature of parent**

**Signature of student**

**Signed before me**

### Permission Letter Format

The Warden  
EPGI Boys/ Girls Hostel  
Jnanaprabha, East Point Campus  
Virgo Nagar Post, Avalahalli,  
Bengaluru, Karnataka 560049

Date:

#### **Subject: Requesting permission to take leave**

Respected Sir / Madam,

I am \_\_\_\_\_, student of \_\_\_\_\_ College \_\_\_\_\_  
Program/Branch \_\_\_\_\_ year. My roll/ ID number is \_\_\_\_\_, and I stay in Room No.  
\_\_\_\_\_ of \_\_\_\_\_ hostel. I am writing this letter to request you to permit me to go home to  
\_\_\_\_\_ (Place) for \_\_\_\_\_ reason. I wish  
to leave on the \_\_\_\_\_ (Date & Time) and will return to college  
on \_\_\_\_\_ (Date & Time).

I would be grateful if you sanction the leave and provide me with the permission slip.

Thanking you.  
Yours sincerely,

**Name & Signature of the student**

\_\_\_\_\_  
Contact No. \_\_\_\_\_  
Parent's Contact No. \_\_\_\_\_

Forwarded to the Principal  
**Permission GRANTED / NOT GRANTED**  
**Seal & Signature of the Principal**

### **GATE PASS/ PERMISSION SLIP TO HOSTEL OCCUPANT TO TAKE LEAVE**

Name of the Student \_\_\_\_\_ Roll/ID No. \_\_\_\_\_

Room No. \_\_\_\_\_ Hostel: Boys / Girls

Date & Time of Departure: \_\_\_\_\_ (AM/ PM)

Date & Time of Return: \_\_\_\_\_ (AM/ PM)

**Permission GRANTED / NOT GRANTED**

**Signature of Warden with Date**

**Seal & Signature of the Principal**

## **7. EPGI- RULES, REGULATIONS AND RESPONSIBILITIES OF STUDENTS USING COLLEGE TRANSPORT**

1. Pay the bus fee at college or ONLINE
2. The bus fee paid receipt shall be produced on demand.
3. Student and Parents shall submit duly signed consent form.
4. The bus pass is not transferable.
5. Student has to present his/her bus pass before boarding the bus. If the student does not produce the bus pass on demand, he/she may not be allowed to board the bus.
6. Students are not allowed to board the bus other than the one allotted to him/her. Every student should board at their given boarding point/location only.
7. Bus will not wait for any student coming late to the bus stop. All students must reach at their respective bus stops at least 5 minutes before the scheduled departure time of the bus.
8. The boarding is entirely at risk of the student availing transport facility. The college management does not own any type of responsibility towards compensation of any nature whatsoever.
9. The student indulged or involved in any kind of indiscipline in bus or misbehaved with driver/ staff/ students, his/her bus pass will be cancelled.
10. Transport facility is for the full academic session and optional for the Day Scholars. Allotment is purely on first come first serve basis to the students who undertake to abide by the transport rules and regulations of the College
11. College management has complete authority to inspect transport vehicles including personal belongings during transit or at any time in and outside the campus..
12. Any student found travelling in bus without having paid the transport fee, he/she shall be liable to be fined Rs.10000/- and the student shall be assumed as a regular traveler and charged full transport fee plus fine.
13. The college reserves the rights to deny transport facility to any student on the grounds of misconduct/ Indiscipline.
14. Students are liable to pay for any damage caused by them to the transport vehicle or property therein either alone or jointly with others. In addition disciplinary action could also be initiated against them
15. Ragging, by law, is strictly prohibited. Any student who is traveling in the college bus found indulging himself / herself directly / indirectly in any activities like theft / ragging / fighting / quarrelling / use of abusive language / misbehave with fellow students, juniors / seniors or Staff members, shall be considered a serious misconduct /indiscipline and strict disciplinary action shall be initiated against him / her as deemed necessary or may be handed over to police for legal proceedings according to nature of offence for which entire responsibility lies on the concerned student.

**DECLARATION OF ACCEPTANCE OF RULES, REGULATIONS AND RESPONSIBILITIES OF THE  
STUDENTS USING COLLEGE TRANSPORTATION**

I, Mr./Ms. \_\_\_\_\_ S/o, or D/o. \_\_\_\_\_ studying  
in year \_\_\_\_\_, Course \_\_\_\_\_ for the academic year \_\_\_\_\_ intend to travel by  
the college provided transportation, hereby state that I have read and understood all the  
enclosed “rules, regulations and responsibilities for availing transport facility” and abide by the  
same. I had also explained all these rules and regulations in appropriate language to my parent/s  
/ guardian and they had understood all of them. I am also aware that when I am found not  
adhering to any of them by the concerned authority, I will stand to lose the Bus transport facility  
(Bus Pass) as decided by the management. I am also aware that the money paid towards the  
transportation will not be refunded and all the dues towards the transportation for the current  
academic year will be paid by me, if not paid already.

**Name & Signature of the parent / Guardian:** \_\_\_\_\_

**Name & Signature of the Student:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

