



**KLE Society's S. Nijalingappa College,
Department of Tourism and Travel
Management**



STUDENT HANDBOOK

All students are hereby advised to read the contents of this handbook carefully, and adhere to the rules and instructions set forth therein.

General Instructions

- 1) Students must complete payment of fees for the year/semester within the first month of the year/semester.
- 2) Students will pay the fees for the issue of college uniform and college ID card along with their first-year fees, directly upon taking admission in the course.
- 3) Failure to pay semester fees will result in the student's hall ticket for the concerned semester exam being blocked.
- 4) Students will submit their original PU/Degree certificates to the office, along with their admission form.
- 5) Students will have to complete formalities set by the university, including filling in details for the online exam portal. Students are expected to follow all instructions from the college in this regard.
- 6) Once admission is processed, the student will be added to an official class WhatsApp group. All important and official announcements will be posted in the group, which the student must note as the only intimation.
- 7) Students will have to maintain regular communication with the class teacher/mentor with regard to their leave, class performance, and any instructions given.
- 8) Students are permitted to temporarily take their original certificates from the office by submitting a letter signed by them and their parent/guardian. This will be permitted in case of genuine reasons, as decided by the HOD/Coordinator. The student will be able to retain the original certificates for a maximum of 1 week.
- 9) Students wishing to drop out of the course before completion will have to submit a formal letter stating the same. They will also have to submit No Due certificates from the

accountant and the librarian. Only then will the Transfer Certificate be issued and the original certificates be released to the student.

Rules of Student Conduct

1) Attendance & Punctuality

- 75% attendance in all subjects in a semester is mandatory. Failure to achieve required attendance will result in the student's hall ticket for the end-semester exam being blocked.
- Punctuality will be strictly enforced. The department gates will be closed at 10 am. Students coming in after the first 10 minutes of any class will be marked absent for that class.
- If students take a leave of absence of 3 days or more, a handwritten letter will have to be provided by the parents, with their signature. If students fail to produce the letter, their parents will be called by the class teacher.
- During college hours, students are permitted to use the washroom and complete any other work only during the given break(s).
- Students will not be allowed to leave the classroom at any other time, except in emergencies, at the discretion of the respective teacher.

2) Identity Cards and College Uniform

- Identity Cards must be worn by students at all times while present on campus.
- Loss of identity card must be reported immediately to the Coordinator and the College Office.
- Students must wear college uniforms at all times.
- Students can come to college in casual attire on Wednesday and Saturdays, except on days of examinations or formal functions. While wearing casual attire, students must adhere to an appropriate dress code.

3) Discipline

- Students are expected to come to class well-groomed and neatly dressed, in keeping with the expectations of a professional course.

- Students are not allowed to answer or use phones during class. If done so, their phone will be permanently confiscated.
- Students are expected to behave in an orderly fashion in the classroom. They are not allowed to climb on the furniture or misuse any equipment kept therein.
- Students are not allowed to loiter around in or around the campus during college hours.
- Students are expected to maintain silence in the corridors and the staircases.
- Students can visit the Staff Room only after 2.30 pm to address any concerns. Students must take their concerns to the respective class teacher/mentor only.

4) Misdemeanours

The following will result in severe disciplinary action against the student, including suspension, rustication and legal action.

- Violent, indecent, disorderly, threatening or offensive behaviour, language or action against any other student, faculty or staff.
- Smoking and/or consumption of alcohol on campus.
- Fraud, deceit, theft or dishonesty in any capacity.
- Damage to college property, including classrooms, laboratories and libraries, and their respective contents.
- Any form of ragging, bullying, harassment or discriminatory behaviour toward student, faculty or staff, as notified by the college authorities (see appendix).

Examination and Assessment

- 1) Final end-semester exams will be conducted by the university. Students will have to adhere to all instructions issued by the university from time-to-time.
- 2) In every semester, two internal examinations will be conducted within the department. This will account for 60-75% of the student's internal assessment grade (depending on the course).
- 3) 25-30% of a student's internal assessment grade (depending on the course) in each subject, will be allotted based on classroom participation, completion of assignments, presentations and any other assessment, and attendance

- 4) Absence during internal exams will not be tolerated, except in cases of emergency. In case of emergency, the student will submit a letter signed by them and their parent/guardian along with any other document as deemed necessary, to the respective class teacher/mentor.
- 5) In case of absence in any internal exam(s), the student is expected to complete an imposition as assigned by the respective subject teacher.
- 6) In case of fail grade in any internal exam(s), the student is expected to complete an imposition as assigned by the respective subject teacher.
- 7) If a student engages in any of the following misdemeanours during the exam, the student will automatically fail in the respective exam:
 - Talking to other students
 - Asking exam-related questions to the invigilator
 - Carrying mobile phone into the exam hall
 - Carrying chits or writing study material anywhere on the clothing/body
- 8) In any given semester, the course curriculum may prescribe an internship, community service, study tour, on-the-job training or dissertation for up to 100 marks. The record book/report of the same will be written and submitted. Students are expected to communicate with their assigned guide and follow all instructions in this regard. The record/report will have to be submitted as per the given deadline.

Club System

The TTM Department Club System is designed to help students pursue their talents, develop additional skills, as well as gain experience in self-management, leadership and innovative thinking. This endeavour is exclusively by the students, of the students and for the students. There are 5 Clubs for students to choose from, including:

- Sanchari, the Travel Club
- Heritage and Culture Club
- Influx, the Media Club
- Elysian, the Event Management Club
- Community Service Club

Rules:

- 1) All students will automatically be members of Sanchari, the Travel Club.

- 2) In addition, all students will choose any 1 of the 4 remaining clubs.
- 3) Each club will have 3 student leaders.
- 4) Members will be expected to participate in all activities conducted by the club.
- 5) Students may also choose to become secondary members of a 3rd additional club. This will give them the opportunity to participate in select activities of the respective club.
- 6) Each club will have a faculty supervisor. The faculty will only be a guide, while all decision-making and activities will be undertaken by the student members.
- 7) Students will be permitted to change their club at the start of each semester/year.

Study Tours and Excursions

As students in the Tourism and Travel Management Department, study tours and one-day excursions will be a major component of the student's college life, subject to the following rules and regulations.

- 1) The entire cost for the study tours/excursions will be borne by the students themselves, except if stipulated otherwise.
- 2) The organisation of the study tours/excursions will be decided by the faculty, including itinerary, accommodation, mode of transportation etc. at the lowest possible rate.
- 3) Students will have to provide signed consent forms from their parent/guardian.
- 4) During the study tour/excursion, students are expected to follow all rules and regulations applicable on-campus, including with regards to dress code/uniform, ID card, decorum etc., as well as any additional instructions from the coordinator/faculty-in-charge.
- 5) Any student(s) may be denied participation in the study tour/excursion at the discretion of the coordinator/class teacher/faculty-in-charge, for any reason.

Co-Curricular & Extra-Curricular Activities

Students are encouraged to participate in co-curricular and extra-curricular activities, including sports, cultural, webinars, seminars, conferences, workshops etc.

Rules

- 1) Students are encouraged to inform the class teacher/coordinator about their participation in any co-curricular and extra-curricular activities, so that it may be properly documented.
- 2) Any fees incurred as part of the activities will be borne entirely by the student, unless stipulated otherwise.
- 3) Students are expected to inform the class teacher/coordinator if their participation in any activity prevents them from attending class on 1 or more days. The student will have to provide documentary proof of the same.
- 4) Students will be expected to make up for any missed class work or assessments within 2 weeks following their absence.
- 5) If there is a clash between co-curricular/extra-curricular activities with the end-semester exams, the exams will normally take precedence.

Internships and On-the-Job Training

All students will perform an internship at least once in the duration of study, as stipulated in the course curriculum. OJT may also be prescribed for final-year students.

Rules

- 1) Students will have to complete the internship during the time period stipulated by the department. Once classes officially recommence for the batch, no student will be excused on account of the internship.
- 2) Students will undertake internship only in approved organisations which fulfil requirements set by the college/university/government and official bodies.
- 3) Students will normally find and secure the internship on their own. However, they may approach the department faculty for suggestions or assistance.
- 4) Students will purchase a record book from the department, and maintain official records during their entire internship.
- 5) Students will act as representatives of the college during the internship, and will accordingly abide by the Student Code of Conduct maintained on-campus.



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NOTICE
ANTI-RAGGING COMMITTEE

29-07-2021

The Anti -ragging Committee and the Anti -ragging squad have been constituted to ensure ragging-free campus. The function of the Anti -ragging squad will be to keep a vigil and stop the incident of ragging and to educate the students by adopting various measures about the menace of ragging and related punishments. The objectives of the committee include prohibition of any conduct by students whether by words spoken or written or by an act which has the effect of teaching, treating or handling with rudeness a fresher or any other students, or including in rowdy or indisciplin activities.

What constitutes ragging?

- Asking any students to do any act which such students will not do in the ordinary course.
- Any act by senior students that prevent, disrupt or disturb the regular academic activities of any other students or a fresher.
- Exploiting the services of a fresher or any other student for completing the academic task assigned to an individual or a group of students.
- Any act of physical abuse which can cause bodily harm or any danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults by activity or passively participating in the discomfiture to fresher or any other students.
- Any act that affects the mental health and self-confidence of a fresher or any other students.

If any individual is involved is involved in any one of the above mentioned acts, immediate action will be taken against the students and the individual is liable to be punishment under Section 116. The student's helpline toll free number 1800-180-5522 has been displayed in the campus.

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