



CANARA ENGINEERING COLLEGE

Owned & Managed by
CANARA HIGH SCHOOL ASSOCIATION, MANGALURU
(A Konkani Linguistic Minority Institution)
Affiliated to Visvesvaraya Technological University, Belagavi
Approved by AICTE, New Delhi & Govt. of Karnataka



General Instructions:

Timings:

- Students can interact with office staff between **12:00 PM to 2:00 PM** and **3:50 PM to 4.30 PM**. Any changes in the office timings will be notified in advance. **No student engagement is allowed on Saturdays**

Hall Ticket:

- Hall tickets to be collected **two days** prior to the exam. Late collection of hall ticket will attract a fine of ₹50.

Bonafide certificates/ scholarships, and other documents:

- In view of students wanting a bonafide certificate /fee structure /scholarship forms, the registration for the same to be done in the registration book kept in the office.
- Issuing a bonafide certificate will be done one day after registration by the student and after the applicable amount is paid.
- Any late payment done for tuition /hostel facility /bus facility will attract fine** as decided by the college (minimum 10% of the total amount fees payable per month , maximum upto ₹2000 per month)
- The fee structure \ chart for the purpose of a bank loan can be obtained from the office in advance (before reopening). Not taking fees structure for this purpose will be considered as lapse from students' end.
- Students, who obtain scholarship amounts from different platforms, are requested to abide by the college rules and regulations and pay the due college fees on time.

Payment of Examination Fees:

- For exam fee payments by students, if the payment is done offline out of the 3 challans (bank copy/student copy/college copy); students have to submit the student copy and college copy to the office without fail. Failure to do so will be regarded as a lapse on the part of the student. The process is considered complete only after receiving the receipt.
- Once the student does the online payment, UPI number has to be intimated to office either by whatsapp (+918792736001) or e- mail (finance@canaraengineering.in) stating payment done towards bus fees/tuition fees/hostel fees, mentioning name and USN, else will be considered a lapse on the student's end. The process is considered complete only after receiving the message.

Transport:

- **Students making use of the bus facility should carry a bus card or bus token (hosteller) every day while traveling in the college bus**, without which they will be penalised. Duplicate cards will be issued on payment of ₹100/-. Unauthorized traveling will attract a fine of ₹500 per trip.

Hostel:

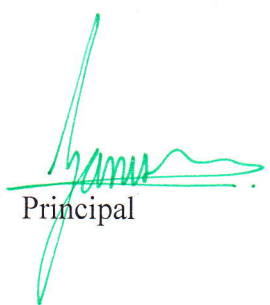
- Hostel students, who are applying for SSP scholarship, are informed to provide their SSP ID number in the college office for enrolling as HOSTELLER in SSP Portal.

Damages caused to college property:

- It is important to report any damages caused to college property immediately to the concerned authorities. This helps ensure that the damages are repaired or replaced in a timely manner, minimizing any disruption or inconvenience caused to other students or faculty members
- Furthermore, it is important to note that **students are liable for any damages caused to college property**. This means that if a student causes damage to college property, they may be required to bear the cost of repair or replacement.
- Therefore, it is in the best interest of students to utilize college facilities safely and responsibly to avoid any damages. This includes following all rules and guidelines related to the use of college property, taking care not to misuse or abuse facilities, and reporting any potential hazards or damages immediately to the appropriate authorities. By doing so, students can help ensure a safe and enjoyable learning environment for everyone.

Others:

- During the admission process scheduled in the administrative office, students are requested not to visit the office unless it is very essential.
- Late fees, fine details and other fee structures are displayed in the notice board in the administrative office.



Principal