

Alva's Institute of Engineering & Technology

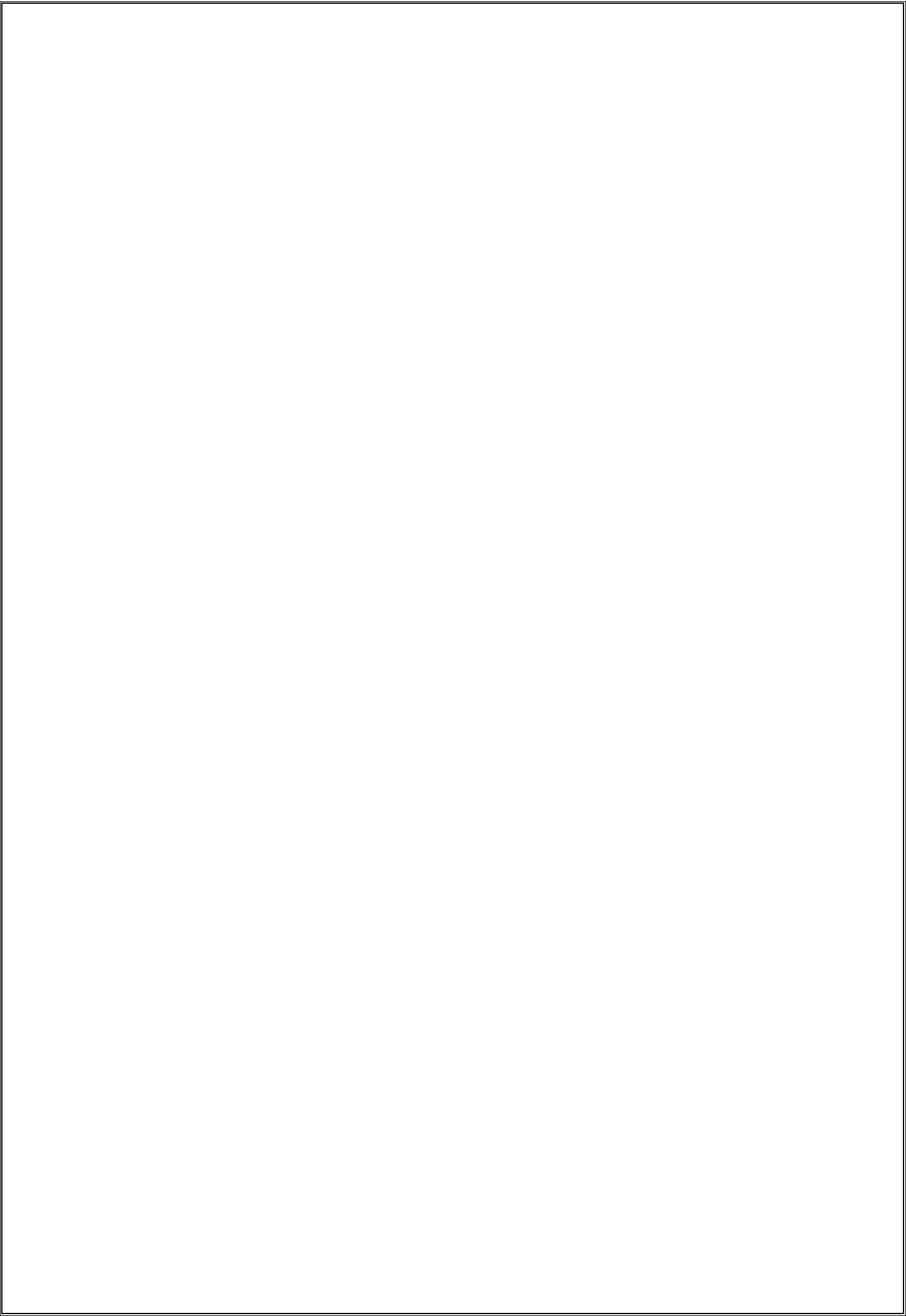
Shobhavana Campus, Mijar, Moodbidri, D.K – 574225

Phone: 08258-262725, Fax: 08258-262726



COLLEGE RULES AND REGULATIONS **FOR STUDENTS**

(With effective from 01.07.2008)



RULES AND REGULATIONS

(Conduct and Discipline of a Student)

A student admitted to the UG/PG programme at AIET, Moodabidri, shall abide by the “Standing Orders for Students” issued by the Institute from time to time. These standing orders shall deal with the discipline of the students in the institute premises, departments, hostels and outside. The standing orders may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. The Principal approves these standing orders.

Students/Parents/Guardians are specifically requested to note the below mentioned discipline rules and the code of conduct for the students of AIET, Moodabidri.

I) ACADEMICS

1. Students shall sit inside the class room after the first bell at 8.50 a.m in the forenoon session and after the bell at 1.50 p.m in the afternoon session. No student shall be seen in the corridor after these bells.
2. It is essential that the student attends all theory and laboratory classes from the day of opening to the last day of each semester during the academic year.
3. Student must be regular in attendance for theory and practical classes. In case the attendance falls short of 85% for each, theory and laboratory, student shall be detained for having attendance shortage. Approval of medical certificates to compensate for attendance shortage depends on the discretion of the Principal.
4. Students must maintain punctuality while attending all the theory and practical classes.
5. In case of absence to theory and practical classes, student shall produce duly signed Leave Card without fail.
6. If any student is absent for a test no retest will be granted, unless the recommendation from HOD and approval from Principal.
7. Every student shall provide himself/herself with the entire prescribed textbooks, separate notes for each subject, calculators, drawing instruments & accessories and other such articles required for the classroom work.

8. Students, who happen to have no class, are not allowed to hang around in the campus during class hours disturbing other classes. Abstaining from class "en-masse" is considered as a serious offence for which disciplinary actions will be taken.
9. The students are to attend all the activities organized by the individual department & the Institute.
10. Operation of mobile phones is banned inside the academic block. Strict disciplinary action, including confiscation of the mobile phone and collection of heavy fine will be done from students who violate this rule.

IDENTIFICATION CARDS

Every student shall wear their AIET – issued student identification cards at all times while in campus or attending any college related co-curricular and / or extracurricular activities. ID cards must be visible to AIET employees at all times. ID cards cannot be worn underneath clothing and cannot be carried in student's pocket, backpack, bag, purse, etc.

II) BEHAVIOUR

1. Any reported or observed objectionable conduct within or outside the premises of the Institute, will make him / her liable for strict disciplinary action.
2. Student should not participate in any political and antisocial activities.
3. The college properties should be handled with maximum care and everything possible should be done to preserve the cleanliness, and tidiness of the building, furniture, library, buses and premises. Fine will be imposed for damages to equipment, furniture, building etc.
4. Decent behaviour is expected from students in the college busses. Faculty members travelling in respective busses are authorized to care of any nuisance created by students in the bus.
5. Students are required to move silently through the corridors without disturbing the nearby theory and practical classes.
6. Nobody should sit on the corridor walls.
7. Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.

8. Considering the requirement of energy saving, all lights and fans in the classroom should be switched off when not in use; otherwise fine will be imposed on the class as a whole.
9. Student should behave politely and decently so as to enhance his/her own image and reputation of AIET, Moodabidri. Behave in such a manner that suits a cultured engineer.

III) **RAGGING**

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No. 1 of 1995), which defined ragging as:

"Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force."

"Ragging in all its forms is totally banned in this esteemed institution including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad. The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009."

1. No person who is a student of AIET shall involve in or commit ragging.
2. First two weeks of academic year is declared as **RAGGING PREVENTION WEEK.**

PUNISHABLE INGREDIENTS OF RAGGING:

1. Abetment / instigation to ragging.
2. Criminal conspiracy to rag.
3. Unlawful assembly and rioting while ragging.
4. Public nuisance created during ragging.
5. Violation of decency and morals through ragging.
6. Injury to body, causing hurt / mental trauma or grievous hurt.
7. Wrongful restraint.
8. Wrongful confinement.
9. Use of criminal force.
10. Assault as well as sexual offences or unnatural offences.
11. Extortion.
12. Criminal trespass.
13. Offences against property.
14. Criminal intimidation.
15. Attempt to commit any or all of the above mentioned offences against the victim.
16. Physical or psychological humiliation.
17. Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc.
18. Any act that prevents disrupts or disturbs the regular academic activity of a student.
19. All other offences following from the definition of "Ragging".

PUNISHMENTS AGAINST RAGGING

Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be punished. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding / withdrawing scholarship / fellowship and other benefits.
3. Forfeiting Campus Placement opportunities / recommendations.
4. Debarring from appearing in any test / examination or other evaluation process, withholding of results.

5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
6. Suspension / expulsion from the hostel.
7. Cancellation of Admission.
8. Rustication from the institution for a period, ranging from 1 to 4 semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period Fine of Rupees 1, 00,000.00.
10. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India).

HELPLINE

In the case of any ragging incidences, students may immediately call and bring it to the notice of the Principal / Administrative Officer or any member of The Anti Ragging Committee / Squad & Discipline Committee on Ragging or any faculty member of the institute for necessary help, guidance and actions.

IV) DRESS CODE

Final year students of all Engineering disciplines of Alva's Institute of Engineering & Technology are exempted from wearing their regular uniform prescribed by the institution during their lower academic years. However, it is the responsibility of the student and parent / guardian that the student will strictly adhere to follow and maintain the below mentioned dress code while attending theory classes / laboratory classes / when in library and while attending formal functions of the institution, national festivals (like Independence Day) and other activities of the college. Students will wear clean, neat and presentable clothing.

DRESS CODE FOR BOYS

PERMITTED:

1. Decent formal pant / jeans pant, decent full sleeve / half sleeve shirt completely tucked – in or completely tucked – out, decent sweaters during illness.
2. Proper hair cut with reasonably styled and clean shaven.
3. Formal shoes / decent sandals.
4. Religious exceptions must be cleared by the Principal.
5. For laboratories, workshop and computer centers the aprons / uniform supplied by the institution is compulsory.

NOT PERMITTED:

1. T – Shirts of any type.
2. Clothing with figures, decorations, patches and wordings of any type, too long shirts and shirts partially tucked – in / partially tucked – out.
3. Shabby, sagging and dirty jeans, low waist pants, torn trousers touching the floor, trousers with 5 or more pockets and other hanging frills, Shorts of any type.
4. Transparent and/or see-through dress material, torn, cut / slashed or frayed material that reveals any area of skin or undergarment.
5. Caps (except during field work), any type of head covering, wrist bands of any type.
6. Clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar suggestions.
7. Pony tail, long hair, beard / French beard, long side locks.
8. Hawai slippers and plain plastic sandals.
9. Chains or spiked jewelry, pierced body ornaments, ear studs, etc.
10. Gauging and commenting the appearance of fellow students.
11. Anything which is not decent and not dignified.

DRESS CODE FOR GIRLS

PERMITTED:


1. Formal wear dress like sleeved Salwar Kameez, Chudidhar, Kurtha Paijam, non sagging Pant with Kurtha / long tops, decent sweaters during illness.
2. Saree with sleeved blouse.
3. Formal shoes / decent sandals.
4. Hair (beyond shoulder length) to be tied up.
5. Religious exceptions must be cleared by the Principal.
6. For laboratories, workshop and computer centers the aprons / uniform supplied by the institution is compulsory.

NOT PERMITTED:

1. Small and tight tops, revealing deep tops, crop tops, tube tops, sleeveless tops, low cut blouses, sweaters with plunging necklines, shirts, T – Shirts of any type, halters, strapless dresses and spaghetti straps. (Anything less than two inches is considered a spaghetti strap.)
2. Clothing with figures, decorations, patches and wordings of any type.
3. $\frac{3}{4}$ pants, half pants, jeans pant of any type, low waist pants, legins, torn trousers touching the floor, trousers with 5 or more pockets and other hanging frills, Skirts & Shorts of any type.
4. Transparent and/or see-through dress material, torn, cut / slashed or frayed material that reveals any area of skin or undergarment.
5. Caps (except during field work), any type of head covering, wrist bands of any type.
6. Clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar suggestions.
7. Long ear hangings and any other indecent edges.
8. High heel sandals, Hawai slippers and plain plastic sandals.
9. Chains or spiked jewelry etc.
10. Gauging and commenting the appearance of fellow students.
11. Anything which is not decent and not dignified.

VIOLATION

Dean (Academics), the head of the departments, all the faculty members, Administrative Officer & Chief Warden and the Wardens, are assigned the responsibility of enforcing student discipline in their classes as well as on campus. Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of even expelling him/her from the college and/or hostel. **Decision of the undersigned regarding the discipline will be final and binding for the student and his/her parents.**


PRINCIPAL
Alva's Institute of Engg. & Technology
Mijar, MOODIBIDRI - 574 225

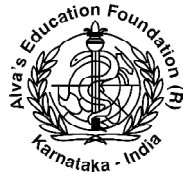


ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

A UNIT OF ALVA'S EDUCATION FOUNDATION (R)
(Approved by AICTE New Delhi, Recognized by Govt. of Karnataka
and Affiliated to VTU Belgaum)

SHOBHAVANA CAMPUS, MIJAR, MOODBIDRI
MANGALORE TALUK, D.K District – 574225

HOSTELS



ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

Phone : 08258 - 238104 - 238111 (8 Lines) Fax : 08258 - 236731

Email : info@alvas.org Website : www.alvas.org



DETAILS OF LEAVE FROM HOSTEL

Roll No. / USN:

Class:

Name:

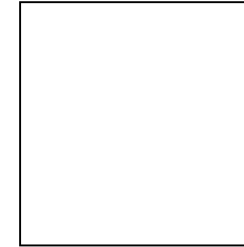
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SHOBHAVANA CAMPUS, MIJAR, MOOBBIDRI
MANGALORE TALUK, D.K District – 574225



Name :

Branch :

Section :

USN No. :

Hostel Name :

Hostel Room No. :

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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DETAILS OF LEAVE FROM HOSTEL

Roll No. / USN:

Class:

Name:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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MANGALORE TALUK, D.K District – 574225

AIET HOSTELS

The most important role hostel life plays in students life is the role of making the individual independent, mature, responsible and self confident. It's a turning point in one's life. Students' residing in hostel come into contact with different kind of people and learn new things in life as regard to various languages, culture and way of living styles of different regions. Any student resided in the hostels would adopt good socializing skills and good management skills. Building up of a strong personality to be successful in future solely depends on the individuals' attitude. Alva's Institute of Engineering & Technology, under the Alva's Education Foundation®, lead by an eminent and most distinguished personality, a great visionary in the field of education and a cultural ambassador – Dr. M. Mohan Alva, is providing a wide range of support, encouragement and cooperation for all-round development of every student. A special attention for shaping the bright future of students residing at hostels is indeed extended by means of inculcating discipline and behaviour so as to mould students into better citizens of the nation.

Students residing in the hostels are to bear in mind that the rules are framed with the sole intention of providing a congenial atmosphere for academic studies and recognized extra-curricular activities. Hence they are requested to co-operate with the management to make their stay here happy and memorable and

devote the time to equip themselves for a glorious future as members of a noble profession.

SUPERVISION AND CONTROL

The supervision and control of the students residing in the Institute's Hostel will rest with the Principal. The administration of the hostel is looked after by the Administrative Officer. The wardens will look after the regular activities of the hostel.

ADMISSION TO HOSTELS

The Management / Principal reserve the right of admission of any students to the hostel. Admission to the hostel is strictly subject to this condition. The Management / Principal may refuse admission to the hostel at any time as a disciplinary measure.

FORMATION & REVISION OF RULES AND REGULATIONS

The Management reserves the right of formation and revision of rules and regulations of the hostel from time to time. Rules and regulations of the hostels will be provided in the college calendar and any modifications in this will be informed to the hostelite in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse. Any matter not expressly provided for in these rules will vest at the absolute discretion of the Management.

ALLOTMENT OF HOSTEL ROOMS

Allotment of hostel rooms will be done by the Administrative Officer under the supervision of the Principal, taking into consideration the priority of the applications, seniority in the course of studies, result of the examination held earlier and such other criteria, at his discretion. No student shall claim as a right any particular room in the hostel. Students must occupy only the rooms allotted to them and they shall not change over to any other room. Pending the final allotment of rooms by the Administrative Officer, the students may be asked to temporarily occupy any vacant room in the hostel. Rooms thus occupied must be vacated soon after the permanent allotments are notified.

In case of change of allotted rooms, students should apply for the re-allotment of the room to the Administrative Officer. Change of room is purely based on the discretion of the Administrative Officer. Allotment of a room made in favour of any student is subject to cancellation if he fails to occupy it before the notified date. Students will also forfeit their rooms if they fail to clear all their dues of the hostel on a specified day. In all such cases the rooms may be allotted to other deserving applicant. No room allotment for the next academic year will be made to students who have not paid their college fee and other fees. The Administrative Officer reserves the right to move hostelites to other hostel units / hostel rooms if there is a necessity.

RUSTICATION

Rustication means expulsion from the college for a specified period or permanently. The Principal of the college reserves the right of expelling any resident of the hostel if his / her continuation in the hostel will be detrimental to the interest of the residents of the hostel, and such an action is necessary to maintain discipline, peace and order in the premises of the hostel.

BEHAVIOUR AND DISCIPLINE

- 1) Hostelites are expected to display acceptable form of behaviour, maintain discipline and decorum in the hostel complex.
- 2) Smoking is not allowed in the hostel complex at anytime. Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed. Violating this, such student/s will be heavily fined and even may be expelled from the course.
- 3) Birthday parties, social or political gatherings, using sound systems etc in the hostel complex are not permitted at any times.
- 4) Any private electric or electronic appliances, except PCs' or laptops, found in any of the rooms will be confiscated.
- 5) Hostelites are not allowed to leave the hostel before 7.00 am and must return to the hostel by 9:15 pm every day.

- 6) Girls residing in the ladies hostel will be allowed to go to the town for the purchase of essential commodities by obtaining permission from the Warden only on Sundays between 9:00 a.m. to 2:00 p.m.
- 7) Hostelites will be allowed to go to their parents / guardians dwelling once in a fortnight. For this students shall compulsorily get written permission in proper format from the Principal / Administrative Officer or any other person appointed by the Principal. Violation of this will be seriously dealt.
- 8) Hostelites will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission is granted in writing by Principal / Administrative Officer or any other person appointed by the Principal.
- 9) Hostelites should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late he / she should obtain written permission from Principal / Administrative Officer or any other person appointed by the Principal in advance and show the same to the Warden. Also, this letter must be produced to the Warden on returning to the hostel.
- 10) A hostel campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow fellow hostel mates to study or sleep in comfort. Television, Radio etc provided in the common room must be switched off at 9.00 pm. 'Silence Hours' will be observed from 9.00 pm to 7.00 am on all days. Noise of any sort will not be permitted during the 'Silence Hours'. Serious notice will be taken of the breach of this rule. These rules are intended to ensure a conducive environment for all hostelites.
- 11) Vandalism is a very serious offence. Hostelites found guilty of committing such an offence will be heavily fined and evicted from the hostel.

- 12) In case of any unacceptable behaviour by the room-mate, the other room-mate must report it to the Principal / Administrative Officer or any other person appointed by the Principal. Resident students are not allowed to enter each other's rooms without the clear permission of the occupants.
- 13) Collection of subscriptions from students in the hostel premises for any club or association or programme is strictly prohibited.

RAGGING

Ragging is a criminal offence as per the Supreme Court verdict. Ragging is an offence under penal code and under section 116 of the Karnataka Education Act, 1983 (Karnataka Act No.1 of 1995), which defined ragging as:

"Causing, inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force."

"Ragging in all its forms is totally banned in this esteemed institution including in its departments, constituent units, all its premises (academic, residential, sports, kiosks, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action including but not limited to criminal proceeding and/or cancellation of admission against those found guilty of ragging and/or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding of the Anti Ragging Squad. The Institution is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009."

- 1) No person who is a student in an AIET shall involve in or commit ragging.

- 2) First two weeks of academic session (01st September – 15th September 2012) has been declared as **RAGGING PREVENTION WEEK**.

PUNISHABLE INGREDIENTS OF RAGGING:

- 1) Abetment / instigation to ragging.
- 2) Criminal conspiracy to rag.
- 3) Unlawful assembly and rioting while ragging.
- 4) Public nuisance created during ragging.
- 5) Violation of decency and morals through ragging.
- 6) Injury to body, causing hurt / mental trauma or grievous hurt.
- 7) Wrongful restraint.
- 8) Wrongful confinement.
- 9) Use of criminal force.
- 10) Assault as well as sexual offences or unnatural offences.
- 11) Extortion.
- 12) Criminal trespass.
- 13) Offences against property.
- 14) Criminal intimidation.
- 15) Attempt to commit any or all of the above mentioned offences against the victim.
- 16) Physical or psychological humiliation.
- 17) Any act / abuse by spoken words, e-mails, snail mails, blogs, public insults etc.
- 18) Any act that prevents disrupts or disturbs the regular academic activity of a student.
- 19) All other offences following from the definition of "Ragging".

PUNISHMENTS AGAINST RAGGING

Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be punished. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 1) Suspension from attending classes and academic privileges.
- 2) Withholding / withdrawing scholarship / fellowship and other benefits.
- 3) Forfeiting Campus Placement opportunities / recommendations.
- 4) Debarring from appearing in any test / examination or other evaluation process, withholding of results.
- 5) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 6) Suspension / expulsion from the hostel.
- 7) Cancellation of Admission.
- 8) Rustication from the institution for a period, ranging from 1 to 4 semesters.
- 9) Expulsion from the institution and consequent debarring from admission to any other institution for a specific period Fine of Rupees 1,00,000.00.
- 10) Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

In addition, in case of every single incident of ragging, a First Information Report (FIR) will be filed with the local police authorities. The possible punishment includes rigorous imprisonment (in compliance with the order of Supreme Court of India).

HELPLINE

In the case of any ragging incidences, the I year students may immediately call and bring it to the notice of the Principal / Administrative Officer or any member of The Anti Ragging Committee or The Anti Ragging Squad or Monitoring Cell on Ragging or any faculty member of the institute for necessary help, guidance and actions.

CLEANLINESS & SAFETY OF THE HOSTEL

- 1) Hostelites are responsible for keeping their rooms and the

common areas in the hostel such as visitor's area, bath rooms, stair case and common room etc clean and tidy at all times. They should see that rooms are properly swept everyday by servants kept for the purpose.

- 2) All fans, lights and electrical appliances must be switched off when not in use.
- 3) All waste paper and refuse must be placed in the receptacle, specially provided for the purpose.
- 4) Cooking, making tea etc is not allowed in the hostel.
- 5) Under any circumstances, no food shall be carried from the mess to the hostel. In case of illness, injury or incapability of any student to move to mess, roommate or friend/s of such student shall take permission from the Administrative Officer / Warden to make necessary arrangements of supply food to the hostel room.
- 6) Common hostel furniture must not be moved without the permission of the Administrative Officer / Warden.
- 7) Any damage to the hostel property must be reported immediately to the Administrative Officer / Warden. Hostelites will be charged heavily for all damages except damages caused by normal wear and tear.
- 8) Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.
- 9) The Principal / Administrative Officer or any other person appointed by the Principal reserves the right to make spot checks on the hostel and rooms without having to give prior notice to the students.
- 10) Electricians, maintenance contractors, or any other service person may enter rooms as and when necessary in the course of their duty under the directive of the Administrative Officer / Warden. However, every effort will be made to respect the privacy and dignity of the hostelites.
- 11) Students must bring to the notice of the warden all failures and breakdowns in the electric supply. They should not themselves attempt to repair the defects in the mains or in the distribution system.

- 12) Students shall not lock up their rooms when they leave the hostel during the vacation.

VISITORS

- 1) Visitors including parents are allowed only into the visitor's area of the hostel during the visiting hours as follows:
Weekdays: (Monday-Friday) - 7:30 am to 8:30 am & 5:00 pm to 7:00 pm
Weekend (Saturday, Sunday) and holidays-7:30 am to 7:00 pm
- 2) All visitors must register at the guard house and provide all details and documents as requested by Security before entering the hostel complex. All visitors must leave the hostel complex by 7:00 pm.
- 3) Hostelites are not permitted to allow visitors of the opposite sex into rooms at any time for whatever reason. Any hostelites found violating this rule will be evicted from the hostel.
- 4) Non-Hostel students are prohibited in the hostel without the permission of the Principal / Administrative Officer or any other person appointed by the Principal. The student who violates this is answerable to the Principal / Administrative Officer.
- 5) Unauthorized outsiders or strangers are not permitted to visit the hostel at any time in the day or night. If unknown visitors are found moving around in the hostel premises without permission letter obtained from the Principal / Administrative Officer or any other person appointed by the Principal, they will be handed over to the police.
- 6) All students are advised to extend their fullest co-operation to see that no unauthorized persons enter the hostel premises. If they happen to find any such person, they should demand the permission letter obtained from the Principal / Administrative Officer or any other person appointed by the Principal and in case of any doubt, the matter should be brought to the notice of the warden for further action.

MESS

There is a separate mess available adjacent to both boys and girls hostel.

General Mess timings are as follows:

Breakfast	7:30 am to 8:45 am
Lunch	1:00 pm to 2:00 pm
Evening Tea	4:30 pm to 5:30 pm
Dinner	7:30 pm to 8:45 pm

- 1) Students are expected to maintain perfect discipline and order in the dining hall at the hours when meals are served.
- 2) Mess timings must be strictly adhered to. Food or eatables of any type cannot be demanded as a matter or right outside the stipulated mess timings. Serious action will be taken against any threat / harassment to mess staff on this account.
- 3) Reduction in mess bill on account of absence from mess will be allowed only if prior permission in writing has been obtained from the Principal / Administrative Officer and handed over the same in advance to the Warden. The concession in variable charges is considered only if the student is away from the campus and will be allowed only if the absence is more than 5 successive days. Students are expected to carry their hostel ID cards and show at the mess serving counter, if required.
- 5) Students are forbidden either to enter the kitchen or to serve for themselves. If any additional food is required they must request the same from the proper person.
- 6) Every member of the mess who joins the mess in the course of the month or leaves in the middle with written permission will be charged for the full month.
- 7) No student can entertain non – hostelite student or any outsider, except his / her parents and guardians, without the permission of the Warden, as guest to the mess.

- 8) The entertaining of students expelled from college hostels on disciplinary grounds as guest is an offence and the host student is liable for punishment to be decided by the Principal.
- 9) Hostel and mess servants should not be sent on personal tasks. Any complaints involving them should be made to the Administrative Officer / Warden.

RENTAL

- 1) The hostel deposit should be paid at the time of admission to the hostel. This advance will be (a) finally adjusted only at the end of the course or when the student leaves the institution, (b) will be refunded, as the situation exists.
- 2) Hostelites are required to pay their rental in advance. The rental is paid on year wise basis and must be paid at least 15 days prior to the commencement of the next academic year.
- 3) The college management reserves the right to vary the rental.
- 4) Mess charges of every month will be paid within the stipulated last date displayed.

TERMINATION OF TENANCY

- 1) The hostel management can end this tenancy at any time if:
(a) the hostelite fails to pay college dues and hostel charges within fifteen days of the due date (b) if the hostelite fails to comply with the terms of this tenancy.
- 2) After clearing all the dues, readmission in the hostel cannot be claimed as a matter of right.

SECURITY

- 1) Hostelites are required to carry their college id card at all times in the compound of the hostel complex and produce it on demand by the hostel authorities.
- 2) Hostelites are advised to lock all doors at all times for security reason.

- 3) The hostel management is not responsible for any loss of private property. Hostelites are strongly advised to lock all their valuable items like mobile phones, laptop, watches, money etc at all times.
- 4) Hostelites are not permitted to change rooms or sleep anywhere other than in their own room.
- 5) Any hostelite who find his / her room-mate missing for more than 24 hours, must report to the Warden immediately. This is to enable the hostel authorities to take immediate action if any untoward incident had taken place. Your cooperation is very much appreciated.
- 6) Possessions, distribution and use of fire-arms, lethal weapons including air gun, contraband, drugs, alcohol, toxic and hazardous material are strictly prohibited in the hostel. Keeping electric appliances such as T.V, VCR, heater, iron, oven etc in the rooms is also prohibited.
- 7) Pets are not allowed in the hostel complex.

EMERGENCY

In case of any emergency, hostelites can contact the Principal / Administrative Officer or any other person appointed by the Principal. Every hostelite shall have contact numbers of the Principal / Administrative Officer / Warden.

GRIEVANCE AND SUGGESTIONS

- 1) Residents of the hostel are not permitted to convene meetings of any sort in the hostel premises. Disobedience of this rule will be severely dealt with. They are also not permitted to display any notice in the hostel notice boards or walls.
- 2) Any grievance, suggestions or enquiries are always welcome and shall be brought to the notice of the Principal / Administrative Officer.
- 3) Parents and guardians of the hostel residents are most welcome to discuss the progress and behaviour of hostlers with the Principal / Administrative Officer. Cooperation of parents and guardian in this regards is solicited.

PARENT / GUARDIAN & STUDENT DETAILS

STUDENT NAME : _____
 FATHER'S NAME : _____
 OCCUPATION : _____
 PERMANENT ADDRESS : _____ SPECIMEN SIGNATURE _____

 PIN CODE : _____
 TELEPHONE: LAND LINE (WITH CODE): _____
 MOBILE NUMBER : _____
 E-MAIL ID : _____
 COMMUNICATION ADDRESS : _____

 PIN CODE : _____
 MOTHER'S NAME : _____
 OCCUPATION : _____
 PERMANENT ADDRESS : _____ SPECIMEN SIGNATURE _____

 PIN CODE : _____
 TELEPHONE: – LAND LINE (WITH CODE): _____
 MOBILE NUMBER : _____
 E-MAIL ID : _____
 DETAILS OF THE WARD
 NAME : _____

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 USN : _____
 YEAR : _____ CLASS : _____ DIVISION : _____
 CONTACT NUMBER OF THE STUDENT : _____
 E-MAIL ID : _____
 NAME OF THE HOSTEL : _____
 HOSTEL ROOM NO. : _____
 SPECIMEN SIGNATURE OF THE STUDENT : _____

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
	FROM	TO						
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14

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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15

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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16

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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17

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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18

DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

SL. NO.	LEAVE		REASON	INITIALS OF THE SANCTIONING AUTHORITY	INITIALS OF WARDEN	PARENT / GUARDIAN SIGNATURE	DATE & TIME OF RETURN TO HOSTEL	WARDEN SIGNATURE ON RETURN
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UNDERTAKING BY ALL THE STAFF MEMBERS (NEW APPOINTEES)

I, _____ D/S/W of _____
Father's/Husband's name) aged about _____ (age), resident of _____

(Name of the village/Mohalla/road no, district & state) do hereby declare and undertake as follows:

Designation: _____

1. I have read and understood the policy guiding the institution for protection of children and vulnerable adults from sexual abuse and maltreatment. I hereby declare and affirm that I agree to adhere and abide by the said policy and guidelines. In case of any violations of the said policy in my direct and indirect interactions with the children and the vulnerable adults, I will be solely responsible and the the institution will have no liability for my actions.
2. In case of any violations of the said policy, the institution may terminate my employment/association/relationship/collaboration/network and / or take suitable disciplinary and / or legal actions against me as per the applicable laws and rules of the country and the state. In furtherance of my resolve to adhere to the policy thereof in the performance of my duties, I will:
 - Treat all children and vulnerable adults with respect regardless of race,colour,gender,language,religion,political or other opinion,national,ethnic,or social origin and disability:
 - Will not take children or vulnerable adults to closed and secluded areas , foe example : my room,office,center,classroom etc unless accompanied by other adults or in a group:
 - Ensure that for all trips ,rides, vacations ,camps and other such activities the minors and vulnerable adults have the approval of the parents/guardians and /or the appropriate institution prior to the activity.
 - Ensure that when one-to-one meeting with a child/ vulnerable adult is considered appropriate, it will take place in a room with the door left open or in a room where there is easy visibility from outside, all efforts shall be made to make the child / vulnerable adult feel secure.
 - Avoid being over involved or spending a great deal of time with my one child/ vulnerable adult.
 - Will not provide children/ vulnerable adult with alcoholic beverages,tobacco,drugs or anything that is prohibited by law.

- Will not give gifts to children studying in the schools and vulnerable adults working in the institutions and centers except on special occasions like marriage, birthday, anniversary etc.
- Will not contact children and vulnerable adults by phone or email or social media unless necessary. My primary contact will be with the parents/guardians of the children/ vulnerable adults.
- Not discuss such topics with children or vulnerable adults or use vocabulary, recordings films, games or computer software or any other form of personal interaction or entertainment that is not used comfortably in the presence of the parents/adults.
- Never show sexually explicit or pornographic materials to children and vulnerable adults.
- Not make comments of a sexual nature even as jokes with the children and vulnerable adults.
- Never shame or belittle a child or vulnerable adults in front of others.
- Will not engage in any physical punishment of any child on public or private.
- Will avoid showing favoritism.
- Use touch only as appropriate or as the culture of the place permits.
- Never do for a child or vulnerable adults what she can do for himself or herself.
- Will not undermine the parent's authority by ridiculing parent's belief or allowing children to do anything against the wishes of their parents.
- Will never ask the children to keep secret from his or her parents.
- Will not make any sexual advances and any type of inappropriate physical contact and any form of sexual harassment.
- Will not make any request to children or vulnerable adults for sexual favors in return for some benefit.
- Will not use language that will mentally or emotionally abuse the child or the vulnerable adults.
- Will not in such a way that tends to embarrass shame, humiliate or degrade a child or vulnerable adults.
- Will not kiss,hug,fondle,rub or touch a child in an inappropriate or culturally intensive way.
- Will not take photographs of children or vulnerable adults while they are nude, partially nude or undressing.
- Will not suggest inappropriate behavior or relationship of any kind with a child or vulnerable adult.

- Will not engage in any sexual conversation or discussion about sexual activities unless part of a legitimate lesson and discussion approved for teaching sexuality issues.
- Will not expose areas of my body considered private, in an inappropriate manner in the presence of children and vulnerable adults.
- Will not enter any area of privacy for children or vulnerable adults, unless legitimate work of the institution/ programme requires to.

I understand that in the discharge of my duty and responsibility is on me, as a staff member of Alva's Institute of Engineering and Technology, Mijar, Moodabidri, to use common sense and avoid actions or behaviors that could be construed as sexual abuse or maltreatment of a child or vulnerable adult .

Signed: _____ Dated: _____

Name: _____

Signature of the Head of the Centre of activity and seal: _____