

AIET/ECE/2023-24/8

30/11/2023

Circular

All the 3rd and 5th semester students of Electronics and Communication Engineering department are hereby informed to attend code of conduct and ethics addressing by Dr. Siddesh G.K., Professor and Head, Department of ECE on 02/12/2023, in AIET auditorium, MBA block, from 11:00 AM to 12:30 PM.

Siddesh
Dr. Siddesh G.K.,
Professor and Head
Dept. of ECE,
AIET, Moodabidre

H. O. D.
Dept. Of Electronics & Communication
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

Copy to all classes and displaying in notice board.

Dr. Siddesh G.K., Professor and Head, Dept. of Electronics and Communication Engineering, addressed 3rd and 5th semester students regarding code of conduct and ethics on 02/12/2023. The session was conducted in AIET auditorium, MBA block from 11:00 AM to 12:30 PM. The session was attended by 93 students. He initially started with code of conduct as responsible citizens in a society and relevance of being of high ethical standards in day to day activities, where he covered topics like following expectations and guidance given to them by parents and elders in the family. He also informed students due to broader areas of expertise they are having, students should themselves follow their elders and it is their duty to follow whenever any guidance was instructed from them to abide by. He also covered relevant topics like behavior in public transport, safety instructions when travelling and general dress codes and personality tips which can be even carried forward after their graduation.



Slowly He moved to code of conduct in campus starting from arriving in the campus like entry through security gate, reaching each of the classes well in advance, behavior in class, participation in the class keenly, asking relevant doubts, studying, participating in each of the activities curricular/co-curricular, aiding healthy discussion with co-learners for in depth expertise, visiting library during free/allotted times, borrowing books, sincere study in library by maintaining complete silence. He also covered topics like behavior in laboratories, maintaining decorum/safe operation principles while handling power/low power devices, testing/measuring equipments handling with utmost precaution, sharing of all the equipments with each of the batch-mates, aiding even their learning/practical expertise.

With strong communication on all these day to day activities he also stressed students on following highly ethical standards in all their internal assessment examinations and also semester end theory practical examinations. He told them not even to think of malpractice and if tried the consequences of those. He suggested students to be in sync with industry requirements as they move towards higher semesters as only students with such appetite will be in demand at the end of their Engineering course. He wished each of the students for a pleasant learning life at AIET, Moodabidre campus and for a rewarding life thereafter.

Siddesh

H. O. D.

Dept. Of Electronics & Communication
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Phone: 08258-262725, Fax: 08258-262726

Accredited by NAAC with A+ Grade & NBA (ECE & CSE)

Department of Computer Science & Design Engineering

Ref: AIET/CSD/2023-24/ 9


CIRCULAR

16th November, 2023

All the students of III semester of Computer Science & Design Engineering department are informed to attend the **Awareness of Code of Conduct Program** on **21st November 2023, 9:30 AM** at **Room No. 212**. **Prof. Jayanthkumar Rathod, HOD, Dept. of CSD**, will welcome and address you regarding the same.

Everyone's co-operation in this regard is highly solicited.

● Cc to:
All Class Rooms
Notice Board


HOD Sign. & Date
(Dept. of CSD)

H.O.D
Dept. of Computer Science and Design
Alva's Institute of Engg. & Technology
Mijar, Moodubidri - 574 225

A Report on Awareness program on Code of Conduct


The Department organized Code of Conduct for students of 3rd Semester students on 21/11/2023. The session was conducted in room 211. The Head of the department Prof. Jayanth Kumar A Rathod addressed the students about professional ethics and code of conduct of the institution. Around 62 students were attended the session. The HOD discussed the following point's w.r.t Code of Conduct.

1. Punctuality in attending classes, tutorials, class tests, examinations etc.
2. Maintaining required attendance percentage of 85 for getting eligibility to write VTU exams.
3. Students must be seated in their classrooms at the beginning of each period. They must not enter or leave the class room without permission of the Lecturer.
4. Use of mobile Phone during class hours is prohibited & is liable for punishment.
5. Resorting to any kind of malpractice during examinations will not be tolerated & will be dealt with severely.
6. Students should carefully follow the Notices put up on the Notice Board (both online & offline). No excuse will be considered if Notices on the Board are ignored.
7. When a Lecturer is absent or is unable to take class. Students should maintain a strict order among themselves so as to not disturb the adjoining classes.
8. Students are expected to treat the members of the staff both teaching and non-teaching and their fellow students with courtesy both in and outside the College. Students shall not, by their act or conduct, cause damage to the reputation of the institution.
9. Students are expected to come to College dressed suitably maintaining decency.
10. Students must wear and display visibly their Identity Cards at the gate while entering the College and always keep it on your person during College hours inside the campus.



Image: Delivering about the Awareness of Code of conduct to the students.

11. Smoking, chewing and spitting tobacco products or pan masala, consumption of alcohol or narcotic drugs is strictly prohibited inside the college premises. Violation of this rule will invite disciplinary action. The college premises is a smoking free zone, respect it.
12. Ragging in any form is strictly prohibited. Disciplinary action will be taken against those who violate this rule.


H.O.D.
Dept. of Computer Science and Design
Alva's Institute of Engg. & Technology
Mijar, Moodbidri - 574 225
(Dept. of CSD)

Ref: AIET/AIML/2023-24/10


CIRCULAR

21st November, 2023

All the students of III semester of **Artificial Intelligence and Machine Learning** department are informed to attend the **Awareness of Code of Conduct Program** on **23rd November 2023, 3:30 pm** at **Room No. 202**. **Prof. Harish Kunder, HOD, Dept. of AIML**, will welcome and address you regarding the same.

Everyone's co-operation in this regard is highly solicited.

Cc to:
All Class Rooms
Notice Board


21/11/2023
HOD Sign. & Date
(Dept. of AIML)

Head of the Department
Dept. of Artificial Intelligence & Machine Learning
Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar
Moodubidri 574 225, D.K. Karnataka, India

Report on Awareness program on Code of Conduct

A Code of Conduct is a set of rules that guide students in daily practices and interactions with each other's. In the college, a code of conduct may also be referred to as a code of departmental ethics. A code of conduct is important in the college because it provides student with a concrete guide on how they are expected to act while in the classroom. It demonstrates a college value and what the college expects and strives for in terms of college culture. Professional engineers have a personal and professional obligation to society to act in an ethical manner. Development in ethical behavioral skills of future engineers is the key competency for engineering schools as a part of the professional identity. While engineering professionals have established instructional methods to teach engineering ethics, they still believe heavily on teaching ethical awareness and pay attention to how the ethical behavior of the students.

The ability to exercise the ethical judgment does not mean that students are ethically educated or likely to behave in ethical manner. Prof. Harish Kunder addressed the professional ethics and code of conduct of the institution. This session was conducted on 23/11/2023 at 3:30 pm in the respective class room, Room No. 202 of AIML department. Around 65 students attended the session.



Image: Delivering about the Awareness of Code of conduct to the students.

The HOD discusses the rules and regulations of this Institution along with the following necessities:

1. **Attitude toward the behavior:** Attitudes are the degree to which an individual has a positive or negative evaluation of a particular behavior. Positive attitude toward the behavior should increase an individual's intentions to perform that specific behavior.
2. **Human values, moral values and ethics:** Basic moral values and ethics were discussed with the students.
3. **Individual Responsibility:** The students were made aware of the individual responsibilities toward the college and self. Students should treat the college properties as their own and should take care.
4. **Valuing Time:** A first step in good time management is to understand the value of Time. Students are informed to punctually follow timetable. Students are informed to attend the classes on time and never be late to attend a lecture.
5. **Work Ethics:** Some insights on work ethics that students have to understand when they start working in a Industry.
6. **Ethical Awareness:** Ethical decisions particularly those faced by practicing engineers are often complex and may involve the behavior and intentions of others. The awareness of a breach or potential of a breach in ethics is an important antecedent to select the most ethical course of action. Ethical dilemmas both real and simulated run the gambit from clear to ambiguous. Situations where behavior is ambiguous leave the detection of a possible ethical breach in question.
7. **Civic Virtue:** It is a moral underpinning of how a citizen behaves and is involved in society. It is a standard of righteous behavior in relation to a citizens' involvement in society.


21/11/2023

HOD Sign. & Date

(Dept. of AIML)

Head of the Department

Dept. of Artificial Intelligence & Machine Learning

Alva's Institute of Engineering and Technology

Shobhavana Campus, Mijar

Moodubidire 574 225, D.K. Karnataka, India

Date 16th November, 2023

REF : AIET/CSE/2023-24/11


CIRCULAR

ALL students from III SEM and V SEM informed to attend **Awareness on Code of Conduct Program** on **21 November 2023** organised by Dept. of Computer Science and Engineering in MBA seminar Hall at 9:45 AM. HOD will address student with this regarding

CC to:

All Class Rooms

Notice Board


HOD
(Computer Science and Engineering)
Head of the Department
Dept. of Computer Science and Engineering
Alva's Institute of Engineering and Technology
Mijar, Moodubidri - 574 225, D.K. Karnataka, India

Report on Awareness Program On Code of Conduct

A code of conduct is a set of rules that guide student in daily practices and interactions with each other. In the college, a code of conduct may also be referred to as a code of department ethics. A code of conduct is important in the college because it provides student with a concrete guide on how they're expected to act while in class. It demonstrates a college values and what the college expects and strives for in terms of college culture.



HOD addressing 3rd sem and 5th sem student in MBA hall

Professional engineers have a personal and professional obligation to society to act in an ethical manner. Development of ethical behaviour skills in future engineers is a key competency for engineering schools as ethical behaviour is a part of the professional identity and practice of engineers. While engineering educators have somewhat established instructional methods to teach engineering ethics, they still rely heavily on teaching ethical awareness, and pay little attention to how well ethical awareness predicts ethical behaviour. However the ability to exercise ethical judgment does not mean that students are ethically educated or likely to behave in an ethical manner. Dr.Manjunath Kottari, HOD, CSE addressed the students on Professional Ethics and code of conduct. This session was conducted on 21-11-2023 at 2:00 PM in MBA Seminar hall. Around 189 students attended the session Followed by HOD Addressed

5th sem student with this regards. Around 180 students from attended the session. HOD gave awareness about Rules and Regulation of the college and the following points were discussed.

1. **Attitude toward the Behaviour:** Attitudes are the degree to which an individual has a positive or negative evaluation of a particular behaviour. Positive attitudes toward the behaviour should increase an individual's intentions to perform that specific behaviour.
2. **Human values: morals, values and ethics:** Basic moral values and ethics were discussed with the students.
3. **Individual Responsibility:** The students were made aware of the individual responsibilities towards the college and self. Students should treat college properties as their own and use them with care.
4. **Valuing Time:** A first step in good time management is to understand the value of your time. Students are informed to punctually follow the time table. Also students are informed to attend the classes on time and never be late to attend a lecture
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7. **Civic virtue:** Civic virtue is the moral underpinning of how a citizen behaves and is involved in society. It is a standard of righteous behaviour in relation to a citizens' involvement in society.



Computer Science and Engineering, AIET

Head of the Department
Dept. of Computer Science & Engineering
Alva's Institute of Engineering and Technology
Mijar, Moodbidri, D.K. Karnataka

Ref: AIET/CV/CoC/2023-24/12

Date: 20-11-2023

Circular

It's hereby informed to all the second year students of Civil Engineering to assemble in Civil Engineering CAD Lab at 09.00 am on 23rd November 2023. HOD will be addressing the students about "Code of conduct".

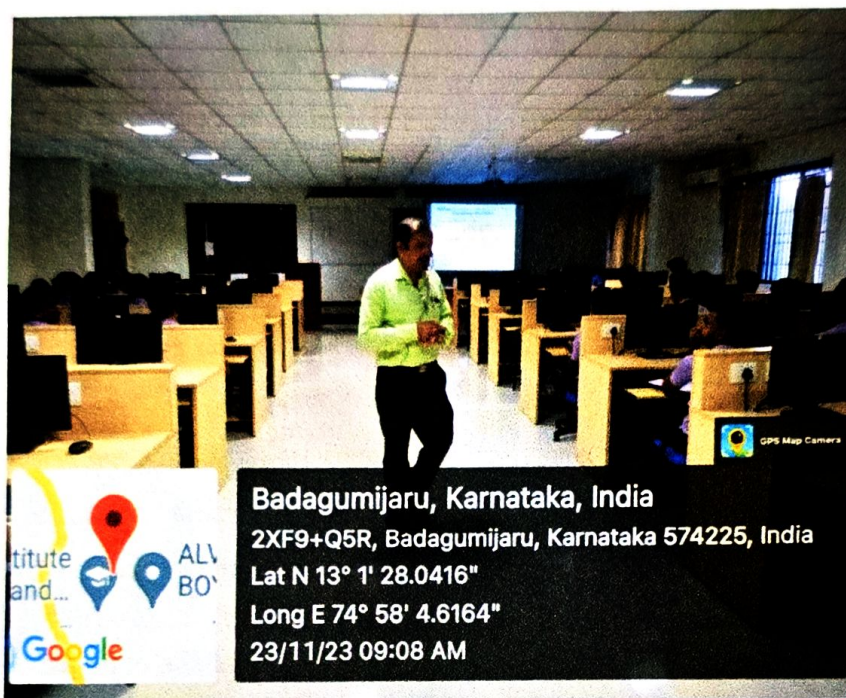


HOD.

Dept. of Civil Engineering
Alva's Institute of Engg. & Technology
Mijar, Moodbidri - 574 225

REPORT ON AWARENESS PROGRAMM ON CODE OF CONDUCT

On November 23, 2023, the Head of Department (HOD) addressed the second-year Civil Engineering students regarding the essential code of conduct expected from them while at the college.



Dr.H Ajith Hebbar, HOD of Civil Engineering, Addressing the second year students about “Code of conduct”.

The following guidelines were emphasized:

1. **Discipline and Attire:** Students must maintain discipline on campus. Wearing ID cards is mandatory, and students should arrive in proper uniforms or presentable attire.
2. **Attendance:** Bunking classes is strictly prohibited. A minimum attendance of 85% is required; students falling short in one or more subjects will have to repeat the entire semester and will not be allowed to advance to the next semester.
3. **Assessment Procedures:** All tests must be completed in the Blue Books provided by the college, with pages numbered sequentially. Students absent for all Internal Assessment tests will receive an “AB” mark for those subjects.
4. **Mobile Phone Policy:** The use of mobile phones on campus is prohibited.

5. **Anti-Ragging Policy:** Ragging is considered a criminal offense. Any student found participating in ragging will face legal consequences.
6. **Respect for Property:** Students must not deface desks and furniture by writing names, obscene remarks, or drawing on them with sharp objects.
7. **Conduct Off-Campus:** Students must maintain discipline when representing the college during placement processes, co-curricular, extracurricular activities, or any other events at other institutions.
8. **Academic Integrity:** Any form of malpractice during Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) is unacceptable. Students caught violating this policy will receive zero marks in CIE and face disciplinary action.
9. **Course Duration:** Students admitted to the 1st year B.E/B.Tech must complete their course within eight academic years from the date of first admission. Failure to do so will result in discontinuation of the course.
10. **Internship Requirement:** Students are required to complete an 8-week internship starting at the end of the 7th semester, following a one-week vacation. Completion of this internship is mandatory; failure to do so will make the student ineligible for the degree award.

Students are encouraged to adhere strictly to these guidelines to foster a disciplined and respectful academic environment



H.O.D.


Dept. of Civil Engineering
Alva's Institute of Engg. & Technology
Mijar, Moodbidri - 574 225

Ref: AIET/ISE/2023-2024/13

Date: 15/11/2023

Circular

All the students of III Semester and V semester informed to attend ***Awareness on Code of conduct and Ethics program*** on 19th November, 2023 organized by department of Information Science Engineering in Room number 302, Main block AIET, at 9:00 am. Head of the Department will address the students with this regarding.



HOD

(Dept. Of Information Science Engineering)

H.O.D.

Dept. Of Information Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

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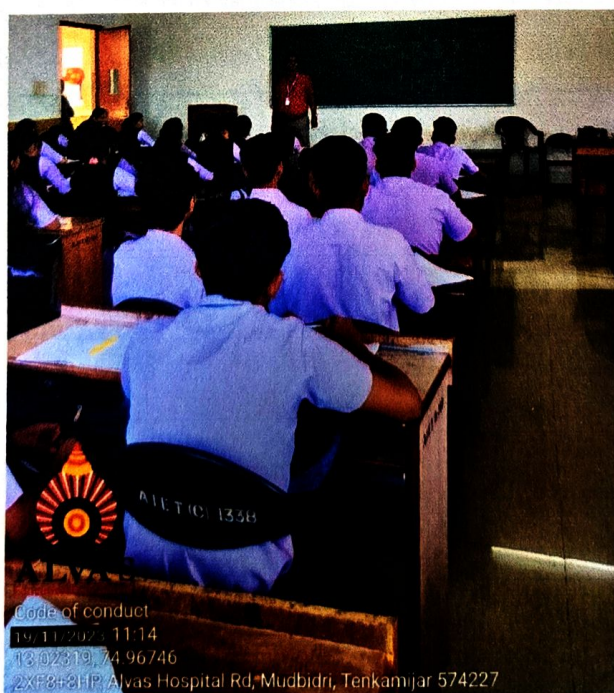
All Class Rooms
Notice Board

Report on Awareness program on Code of conduct and Ethics

As a professional college, we promote high standards of ethical conduct among our students to: Protect the members of the public, uphold the reputation of the Institution and the wider engineering profession. Our By-laws and Code of Conduct are our ethical standards, which apply to all Information Science Engineering students. The Code of Conduct Instructions provide further guidance to the regulations. Information Science Engineering students are expected to refer to the Code on a regular basis and to act in accordance with the Code throughout their stay in the AIET campus as student, whether in a professional or a personal capacity, irrespective of their grade, the professional role they fulfil, or the countries in which they practice.

Dr. Pradeep V, Senior Professor Dept. of ISE, addressed the students on professional ethics and code of conduct, the session was conducted on 19th November 2023 at 11:00 am in 302 classroom, Main Block AIET. Around 65 students attended the session.

A code of conduct is a set of rules that guide students in daily practices and interactions with each other. In the college, a code of conduct may also be referred to as a code of the department ethics. A code of conduct is important in the college because it provides students with a concrete guide on how they are expected to act while in class. It demonstrates a college value and what the college expects and strives for in terms of college culture.



Dr. Pradeep V, Senior Professor ISE addressing student

Senior Professor gave awareness about rules and regulations of the college and the following points were discussed.

1. Attitude toward the Behavior: Attitudes are the degree to which an individual has a positive or negative evaluation of a particular behavior. Positive attitudes toward the behavior should increase an individual's intentions to perform that specific behavior.
2. Human values: morals, values and ethics: Basic moral values and ethics were discussed with the students.
3. Individual Responsibility: The students were made aware of the individual responsibilities towards the college and self. Students should treat college properties as their own and use them with care.
4. Valuing Time: A first step in good time management is to understand the value of your time. Students are informed to punctually follow the time table. Also students are informed to attend the classes on time and never be late to attend a lecture
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H. O. D.

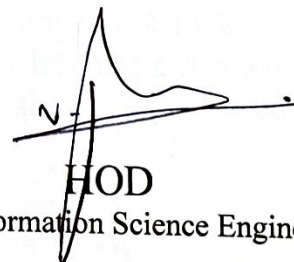
Dept. Of Information Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

Ref: AIET/ISE/2023-2024/14

Date: 15/11/2023

Circular

All the students of III Semester and V semester informed to attend ***Awareness on Code of conduct and Ethics program*** on 19th November, 2023 organized by Department of Information Science Engineering in Room number 302, Main block AIET, at 9:00 am. Head of the Department will address the students with this regarding.



(Dept. Of Information Science Engineering)

H.O.D.
Dept. Of Information Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

CC To:

All Class Rooms
Notice Board

Report on Awareness program on Code of conduct and Ethics

As a professional college, we promote high standards of ethical conduct among our students to: Protect the members of the public, uphold the reputation of the Institution and the wider engineering profession. Our By-laws and Code of Conduct are our ethical standards, which apply to all Information Science Engineering students. The Code of Conduct Instructions provide further guidance to the regulations. Information Science Engineering students are expected to refer to the Code on a regular basis and to act in accordance with the Code throughout their stay in the AIET campus as student, whether in a professional or a personal capacity, irrespective of their grade, the professional role they fulfil, or the countries in which they practice.

Dr. Pradeep V, Senior Professor Dept. of ISE, addressed the students on professional ethics and code of conduct, the session was conducted on 19th November 2023 at 11:00 am in 302 classroom, Main Block AIET. Around 65 students attended the session.

A code of conduct is a set of rules that guide students in daily practices and interactions with each other. In the college, a code of conduct may also be referred to as a code of the department ethics. A code of conduct is important in the college because it provides students with a concrete guide on how they are expected to act while in class. It demonstrates a college value and what the college expects and strives for in terms of college culture.



Dr. Pradeep V, Senior Professor ISE addressing student

Senior Professor gave awareness about rules and regulations of the college and the following points were discussed.

1. Attitude toward the Behavior: Attitudes are the degree to which an individual has a positive or negative evaluation of a particular behavior. Positive attitudes toward the behavior should increase an individual's intentions to perform that specific behavior.
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H.O.D.
Dept. Of Information Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi.

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Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Ph: 08258-262725; Mob: 722262724, 7026262725, mail: principalalet08@gmail.com

DEPARTMENT OF MECHANICAL ENGINEERING

Ref: AIET/ME/2023-24/15

Date: 22/11/2023

Circular

All III Semester students are requested to attend the "*Awareness on Code of Conduct and Ethics*" program on 24th November 2023, organized by the Department of Mechanical Engineering. The event will take place in CAMD Lab, ME Block, AIET, at 3.30 p.m. The Head of the Department will address the students during the session. Attendance is mandatory.

HOD

(Mechanical Engineering)

H.O.D.

Dept. Of Mechanical Engineering
Alva's Institute of Engg. & Technology
MIJAR, MOODBIDRI - 574 225

CC to:

All classrooms

Notice Board

Report on Awareness program on Code of conduct and Ethics

As a professional college, we promote high standards of ethical conduct among our students to:

Protect the members of the public, and uphold the reputation of the Institution and the wider engineering profession. Our by-laws and code of conduct are our ethical standards, and they apply to all Mechanical Engineering students. The Code of Conduct Instructions provide further guidance to the regulations.

Mechanical Engineering students are expected to refer to the Code regularly and to act by the Code throughout their stay on the AIET campus as students, whether in a professional or a personal capacity, irrespective of their grade, the professional role they fulfil, or the countries in which they practice.

Dr. Satyanarayan, HOD ME, addressed the students on professional ethics and code of conduct, the session was conducted on 24th November 2023 at 3.30 am in CAMD Lab, ME Block AIET. Around 15 students attended the session.

A code of conduct is a set of rules that guide students in daily practices and interactions with each other. In the college, a code of conduct may also be called a code of department ethics. A code of conduct is important in the college because it provides students with a concrete guide on how they are expected to act while in class. It demonstrates the college values and what the college expects and strives for in terms of college culture.



HOD ME addressing students.

HOD gave awareness about the rules and regulations of the college and the following points were discussed.

1. Attitude toward the Behaviour: Attitudes are the degree to which an individual has a positive or negative evaluation of a particular behaviour. Positive attitudes toward the behaviour should increase individual intentions to perform that specific behaviour.
2. Human values: morals, values and ethics: Basic moral values and ethics were discussed with the students.
3. Individual Responsibility: The students were made aware of their responsibilities towards the college and themselves. Students should treat college properties as their own and use them with care.
4. Valuing Time: A first step in good time management is to understand the value of your time. Students are informed to punctually follow the timetable. Also, students are informed to attend the classes on time and never be late to attend a lecture.
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7. Civic virtue: Civic virtue is the moral underpinning of how a citizen behaves and is involved in society. It is a standard of righteous behaviour concerning a citizen's involvement in society.



HOD

(Mechanical Engineering)

H. O. D.

Dept. Of Mechanical Engineering
Alva's Institute of Engg. & Technology
MIJAR, MOODBIDRI - 574 225

18/11/2023

Ref.: AIET/AG/2023-24/ 16

CIRCULAR

All the students from III Sem are hereby informed to attend Awareness program on Code of Conduct on 21st November 2023 organized by Department of Agriculture Engineering in Civil seminar Hall at 10 AM. HoD will address the students in this regard

CC to:

Notice Board

Class room



H.O.D.

Dept. of Agricultural Engineering
Alva's Institute of Engg. & Technology
Mijar, Moodubidire - 574225

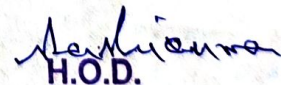
Report on awareness program on code of conduct

Code of conduct is a set of rules that guide the student in daily practices and interactions with each other. In the college a code of conduct may also be referred to as a code of department ethics. A code of conduct is important in college because, it provides the students with a concrete guide on how they are expected to act during the class hours. It demonstrates the college values and what the college expects and strives for in terms of college culture.

Professional engineers have a personal and professional obligation to society to act in an ethical manner. Development of ethical behavior skills in future engineers is a key competency for engineering schools as ethical behavior is a part of the professional identity and practice of engineers. While engineering educators have somewhat established instructional methods to teach engineering ethics, they still rely heavily on teaching ethical awareness and pay a little attention to how well ethical awareness predicts ethical behavior. However, the ability to exercise ethical judgement does not mean that, students are ethically educated or likely to behave in an ethical manner. Dr. Shashikumar, HoD, Agriculture Engineering addressed the students on professional ethics and code of conduct. The session was conducted on 21st of November, 2023 at 10:00 AM in Civil Seminar Hall (Room No. 502). Around 23 students attended the session. HoD gave awareness about the rules and regulations of the college and the following points were discussed.



1. Attitude towards the Behavior: Attitudes are the degree to which an individual has a positive or negative evaluation of a particular behavior. Positive attitudes towards the behavior should increase an individual's intentions to perform that specific behavior.
2. Human values: morals, values and ethics: basic normal values and ethics were discussed with the students.
3. Individual Responsibility: the students were made aware of the individual responsibilities towards the college and self. Student should treat college properties as their own and use them with care.
4. Valuing Time: A first step in good time management is to understand the value of your time. Students are informed to punctually follow the time table. Also students are informed to attend the classes on time and never be late to attend the lecture.
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H.O.D.

Dept. of Agricultural Engineering
Alva's Institute of Engg. & Technology
Mijar, Moodubidire - 574225



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)
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POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION

CIRCULAR TO ALL MBA STUDENTS

Ref: AIET/MBA/2023-2024/17

Date: 5/11/2023

This is to inform you that Mrs Priya Sequiera, head of the Department MBA, will conduct an awareness session on the Code of Conduct and Professional Ethics on 9th November 2023 at 11:00 AM. The session will take place in the MBA classroom, located in the MBA Block.

The objectives of this session are to emphasize the importance of ethical behaviour, outline our By-laws and Code of Conduct, and discuss the expectations of students in maintaining a positive and respectful college culture.

Attendance is mandatory for all MBA students, as this session will provide essential guidance on how to uphold our institution's values during your academic journey and beyond.

Mrs. Priya Sequiera

HOD

PG Dept. of Business Administration
Alva's Institute of Engg. & Technology
Mijar - 574225



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(Unit of Alva's Education Foundation (R), Moodbidri)
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POST GRADUATE DEPARTMENT OF BUSINESS ADMINISTRATION

November 9, 2023

REPORT ON AWARENESS OF CODE OF CONDUCT AND ETHICS

As a professional college, Alva's is committed to promoting high standards of ethical conduct among our students. This commitment is essential to protect the members of the public, uphold the reputation of the institution, and enhance the wider engineering profession. Our By-laws and Code of Conduct serve as the ethical standards that apply specifically to all MBA students. The Code of Conduct Instructions provide further guidance on these regulations, ensuring that all students understand their responsibilities.

MBA students are expected to refer to the Code regularly and to act in accordance with it throughout their time on the AIET campus, both in professional and personal capacities. This commitment holds regardless of their academic grade, the professional role they fulfill, or the countries in which they practice.



HOD addressing the gatherings



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On **November 9, 2023**, Mrs. Priya Sequeria, the Head of the Department of MBA, addressed students on professional ethics and the Code of Conduct. The session was conducted at **10:00 AM** in the MBA classroom, located in the MBA Block of AIET. Approximately **75 students** attended this informative session.

A Code of Conduct is a set of rules guiding students in their daily practices and interactions with one another. In our college, it may also be referred to as the departmental ethics code. This Code is crucial as it provides students with clear expectations regarding their behavior while in class and beyond. It reflects the college's values and illustrates what the institution strives for in terms of fostering a positive college culture.

During the session, the HOD highlighted the following key points regarding the rules and regulations of the college:

1. Attitude toward Behaviour

Students were encouraged to cultivate positive attitudes toward ethical behaviour. Positive attitudes enhance an individual's intention to engage in constructive practices, promoting a culture of respect and integrity within the college community.

2. Human Values: Morals, Values, and Ethics

Basic moral values and ethics were discussed, emphasizing the importance of adhering to fundamental principles that guide personal and professional conduct. Understanding these values is essential for students to navigate their future careers ethically.

3. Individual Responsibility

Students were made aware of their responsibilities toward the college and themselves. They should treat college property as their own and utilize it with care and respect. This sense of ownership fosters a community-oriented mindset.



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4. Valuing Time

Understanding the value of time is a first step in effective time management. Students were advised to adhere to the timetable punctually and to attend classes on time. Arriving late disrupts the learning environment and reflects poorly on the student's commitment to their education.

5. Work Ethic

The HOD provided insights into the work ethic students should develop as they prepare to enter the industry. A strong work ethic is vital for success in any professional setting and lays the foundation for a productive career.

6. Ethical Awareness

Ethical decisions, particularly those faced by practicing professionals, can often be complex. Students were informed about the importance of recognizing potential breaches of ethics. Understanding ethical dilemmas, both real and simulated, is crucial for selecting the most appropriate course of action in ambiguous situations.

7. Civic Virtue

Civic virtue encompasses the moral standards guiding how a citizen behaves and participates in society. It reflects the ethical responsibilities of individuals in their interactions with the community, emphasizing the importance of being engaged and responsible citizens.

The awareness session on the Code of Conduct and ethics led by Mrs. Priya Sequeria was instrumental in reinforcing the importance of ethical behavior among MBA students. By understanding and adhering to the Code of Conduct, students can contribute positively to the college community and prepare themselves for their future roles in the business profession. This commitment to ethical standards will not only protect the integrity of the institution but also uphold the broader values of the business world.

Signature
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