



**ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY**  
Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka,  
Phone: 08258-262725, Fax: 08258-262726

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**A Report on**

**Code Of Conduct Monitoring Committee**

**Academic Year : 2017-2018**



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# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2017-2018/0/

Date: 17/07/2017

## CIRCULAR

The Code of conduct monitoring Committee is constituted for the academic year 2017-2018 to inculcate discipline, human values and professional ethics. The composition of the committee is attached with this circular.

  
PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K

**Cc:**

Deans/HODs/SWO/AO/Library/Principal Office/Manging  
Trustee

  
Trustee



# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

INSTITUTE LEVEL CODE OF CONDUCT MONITORING COMMITTEE: 2017-18			
Name	Appointed as	Mobile No.	e-mail/Address
Mr. Vivek Alva	Managing Trustee	9945630301	vivek_alva@yahoo.co.in
Dr. Peter Fernandes Principal, AIET	Chairperson	9845050268	<a href="mailto:principalaiet08@gmail.com">principalaiet08@gmail.com</a>
Dr. Praveen J Associate Professor & Dean (Academics)	Member Convenor	8884767555	Praveenj_vishruth@yahoo.in

  
Dr. PRAVEEN J

Member Convener

  
Dr. PETER FERNANDES

Principal  
Alva's Institute of Engg. & Technology,  
Mijar. MOODBIDRI - 574 225, D.K





# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2017-18/2

Date: 06/07/2017

## CIRCULAR

All the Code of conduct monitoring committee members are requested to attend a meeting on 12/07/17 at 11.00 am in the Board Room.

### Agenda:

1. To plan for program for all faculties about code of conduct, human value and professional ethics.

Dr. PRAVEEN J  
Member Convener

Dr. PETER FERNANDES

Principal  
Alva's Institute of Engineering & Technology,  
Mijar, MOODBIDRI - 574 225, D.K.

Copies to:

Principal Office/Managing Trustee



# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2017-18/3

Date: 12/07/2017

## MINUTES OF MEETING

**Date:** 12<sup>th</sup> July 2017

**Venue:** Board Room

### Members Present:

The following members were present:

1. Mr. Vivek Alva
2. Dr. Peter Fernandes
3. Dr. Praveen J

### Agenda:

1. To plan for program for all faculties about code of conduct, human value and professional ethics.

The following are the outcomes:

- ❖ Discussed about the program for all faculties about code of conduct, human value and professional ethics.

### Action Taken

- ❖ Department of ISE will be organizing an orientation program for staff on code of conduct and professional ethics
- ❖ In the beginning of the semester branch HOD's will be giving awareness about code of conduct

### Action Taken based on the previous meeting

- ❖ Department of Civil organized a talk on Professional Ethics by Dr Nagendra S On 16/02/2017 at 3.30pm at Room no:103 Main Block

Dr. Praveen J.  
Member Convener

Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K

Copies to:

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# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

ALET/2016-17/1890A

Date: 15/02/2017

## CIRCULAR

It is hereby informed to all the teaching non teaching and administrative staffs to attend a talk on 'Professional Ethics' by





Dr Nagendra S on 16/02/2017 at 3.30PM.

Venue: Room no: 103 Main Block.

  
PRINCIPAL  
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Alva's Institute of Engg. & Technology,  
Mijar. MOODABIDRI - 574 225, D.K

Copy to :

A.O/All Deans/All HOD/Library/Principal Office





## **Report on Professional Ethics**

On 16<sup>th</sup> February 2017, Dr. Nagendra S, addressed the Teaching, Non-teaching, SWO and Warden about Professional Ethics in an inclusive session. He said When we hear the word "ethics," we think we understand what the term means. And as educators, when we're confronted with ethical issues, we generally try our best to act well, ethically. But the difference between being an "ethical" person and following a code of ethics can be very different. Further he added Teaching is a highly challenging and highly rewarding profession. It's also a high-risk one. Think of the attributes we most admire in teachers: a caring demeanor, willingness to go above and beyond time spent in the classroom to help students, an ability to reach children who are disconnected, and the personal knowledge of their students that can help each one find his or her passion.



**Addressing Dr. Nagendra S about Professional Ethics**





### **Ethical principles**

The five ethical principles that inform our work as professional life are 1) Autonomy, 2) Prevent Harm, 3) Do Good, 4) Justice, and 5) Fidelity. However, there are some universal ethical principles that apply across all professions, including:

- honesty
- trustworthiness
- loyalty
- respect for others
- adherence to the law
- doing good and avoiding harm to others
- accountability.

At last he concluded with the Teachers generally enter the profession with an innate desire to do what's best for students. So it stands to reason that when they encounter situations where they're in danger of doing just the opposite, they'd know.

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Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2017-18/4

Date: 03/01/2018

## CIRCULAR

All the Code of conduct monitoring committee members are requested to attend a meeting on 11/01/18 at 11.00 am in the Board Room.

Agenda:

1. To seek ideas to increase awareness on Professional ethics.

Dr. PRAVEEN J  
Member Convener

Dr. PETER FERNANDES  
PRINCIPAL  
Alva's Institute of Engineering & Technology,  
Mijar, MOODBIDRI - 574 225, D.K.

Copies to:

Principal Office/Managing Trustee



# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2017-18/05

Date: 11/01/2018

## MINUTES OF MEETING

**Date:** 11<sup>th</sup> January 2018

**Venue:** Board Room

### Members Present:

The following members were present:

1. Mr. Vivek Alva
2. Dr. Peter Fernandes
3. Dr. Praveen J

### Agenda:

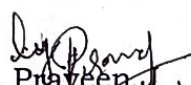
1. To seek ideas to increase awareness on Professional ethics.

The following are the outcomes:

A sufficient number of programmes on Professional Ethics were found to be organized. The committee was pleased with the programmes.

### Action Taken Based on the previous meeting

- ❖ Department of ISE organized awareness program for staffs on code of conduct by the Principal Dr. Peter Fernandes on 10<sup>th</sup> August, 2017 at 4pm in MBA seminar hall.
- ❖ At the beginning of the semester branch, HOD's gave awareness to students about the code of conduct
- ❖ Rostrum, the speakers club organized a talk on "Emotional Engineer for Excellence" by Dr Rajdeep Manwani on 29<sup>th</sup> August, 2017 in AIET Auditorium at 2pm.
- ❖ Department of ISE organized a talk on Professional Ethics in Engineering for staffs by the Dr Claret Mandonca on 4<sup>th</sup> September, 2017 at 10.am in Engineering seminar hall.
- ❖ Rostrum, the speakers club organized a Guest talk on "Growth with Roots a Vision for our career" by Mr V Srinivas on 7<sup>th</sup> September, 2017 in MBA seminar Hall.
- ❖ Rostrum, the speakers club organized a Guest talk on "Youth Role in Pollution Mitigation" by Prof Raghothma Rao 24<sup>th</sup> November, 2017 in MBA seminar Hall at 3pm.

  
Dr. Praveen J.  
Member Convener

  
Dr. PETER FERNANDES  
Principal  
Alva's Institute of Engrg. & Technology,  
Mijar, MOODBIDRI - 574 225, D.K

Copies to  
Director





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*[Handwritten signatures in blue ink]*



# Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

## Department of Computer Science and Engineering

Date: 1<sup>st</sup> August, 2017

### CIRCULAR

All the 2<sup>nd</sup> year CSE students are hereby informed that HOD is going to address the students regarding Code of Conduct on 3<sup>rd</sup> August, 2017 at 10 AM at MBA Seminar Hall.

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

Circulate to

Room 101

Room 102



# Alva's Institute of Engineering & Technology

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Phone: 08258-262725, Fax: 08258-262726

## Department of Computer Science and Engineering

### Report on awareness program on code of Conduct 2017-2018

Ethics in engineering practice is about professional responsibilities of engineers. Professional ethics have been recognized as an important foundation in the practice of engineering for several decades in many industrialized countries. Mr. Manjunath Kottari, HOD CSE addressed the students on professional ethics and code of conduct. This session was conducted on 03-08-2017 at 10:00 AM at MBA Seminar Hall. Around 75 students attended the session and HOD gave awareness about the following points.



**CSE HOD addressing on code of conduct to students**

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.





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## Department of Computer Science and Engineering

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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.

HOD

Department of computer science and engineering

H. O. D.

Dept. Of Computer Science & Engineering

Alva's Institute of Engg. & Technology

Mijar, MOODBIDRI - 574 225





**Department of Electronics & Communication Engineering**


29-07-2017

**Circular**

It is hereby informed to all the students of 3<sup>rd</sup> semester that HOD will address about code of conduct on 01-08-2017 from 11am in the respective classrooms. Attendance is compulsory.

Copy: Class circulation

201:   
202: 

  
**HOD**

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





**Department of Electronics & Communication Engineering**

01-08-2017

**Report on Awareness program for Code of conduct**

HOD addressed all the students of 3<sup>rd</sup> semester on the day of commencement about code of conduct for students from 11:00 AM to 12:00 PM on 01-08-2017. The students in College should follow the below mentioned code of conduct.



**HOD addressing the students on Code of conduct**

1. Maintain discipline in the campus, wearing of ID cards in the campus is mandatory. Students should come to the college in uniform/ decent and presentable attire.
2. Bunking of classes is strictly prohibited, Minimum attendance of 85% is necessary, A student having shortage of attendance in one or more subjects shall have to repeat the whole semester and such students shall not be permitted to take admission to next higher semester.
3. The test shall be answered in Blue Books provided in college with pages serially numbered. If a student remains absent for all the Internal Assessment tests conducted, the Internal Assessment Marks shall be marked as AB for the subject.
4. Mobile phone usage is prohibited.
5. Ragging is a crime. Any student found involved in this act will be punished as per the law





6. The desks and other furniture should not be defaced by writing names and obscene remarks on them or even by drawing on them with pens, knives and other sharp instruments.
7. Maintain discipline when you are in the other college, representing for placement process or for participating in the co-curricular/extracurricular activities or for any other reasons.
8. Students shall not indulge in any kind of malpractice during Continuous Internal Evaluation (CIE) examinations and Semester End Examinations (SEE).
9. The student admitted to 1st year B.E/ B.Tech. Shall complete the course within a period of eight academic years from the date of first admission, failing which he/she has to discontinue the course.
10. The student shall undergo an Internship for 8 weeks Completion of internship is mandatory; if any student fails to complete internship, he/she will not be eligible for the award of degree.

**H. O. D.**

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



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

Phone: 08258-262725, Fax: 08258-262726

AIET / AY / 2017-18 / OP

2nd August 2017

## CIRCULAR

The following faculty members are identified for orientation program for First year BE students which is scheduled on 7<sup>th</sup> August 2017 at 2:00PM. During the orientation program the first year students are to be familiarized with Institute's Vision & Mission Rules and Regulation of the Institute, academic calendar, University Rules & Regulations. The contents of Orientation Presentation must be collected from Dr. Basavaraju B, Dean of first year.

### Faculty:

B1 (Room 401): HOD, ME & Mr. Kumar Swamy & Mr. Ramesh Rao.

B2 (Room 402): HOD, CV & Mr. Sanjay S.

B3 (Room 403): HOD, Chemistry & Mrs. Sakshi Kamath.

B4 (Room 404): HOD, Computer Science & Mr. Vasanth.

B5 (Room 411): HOD, Physics & Dr. Shashi Kumar K.

B6 (Room 412): HOD, ISE & Mr. Sachin.

B7 (Room 414): HOD, ECE & Mr. Yuvaraj.

B8 (Room 415): Mr. Suresh PS & Mr. Yogish Rao.

B9 (Room 416) : Mr. Deepak Raj & Mr. Hemanth Suvarna.

B10 (Room 417): HOD, Mathematics & Dr. Prameelakolake.

**Venue:** First year class rooms

**Copy to:** HOD's of EC/CV/ISE/CSE/ME/PHY/MAT/CHEM to circulate among the concerned.

  
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Mijar, MOODBIDRI - 574 225, D.K

  
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## **REPORT**

**DATE: 07-08-2017**

**EVENT-ORIENTATION FOR FIRST YEAR STUDENT**

**VENUE-FIRST YEAR CLASSROOM**

The faculty members mentioned below in their respective rooms

B1 (Room 401): HOD, ME & Mr. Kumar Swamy & Mr. Ramesh Rao.

B2 (Room 402): HOD, CV & Mr. Sanjay S.

B3 (Room 403): HOD, Chemistry & Mrs. Sakshi Kamath.

B4 (Room 404): HOD, Computer Science & Mr. Vasanth.

B5 (Room 411): HOD, Physics & Dr. Shashi Kumar K.

B6 (Room 412): HOD, ISE & Mr. Sachin.

B7 (Room 414): HOD, ECE & Mr. Yuvaraj.

B8 (Room 415): Mr. Suresh PS & Mr. Yogish Rao.

B9(Room 416) : Mr. Deepak Raj & Mr. Hemanth Suvarna.

B10(Room 417): HOD, Mathematics & Dr. Prameela kolake.

Oriented the student about the rules and regulation of the AIET, and the rules and regulation of the University.

Rules and Regulation for student:

- 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.
- 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.
- Student must be regular in attendance for theory and practical classes. In case the attendance falls short of 85% for each, theory





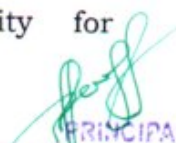
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and laboratory, student shall be detained for having attendance shortage. Approval of medical certificates to compensate for attendance shortage depends on the discretion of the Principal.

- Students must maintain punctuality while attending all the theory and practical classes.
- In case of absence to theory and practical classes, student shall produce duly signed Leave Card without fail.
- If any student is absent for a test no retest will be granted, unless the recommendation from HOD and approval from Principal.
- 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.
- 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.
- The students are to attend all the activities organized by the individual department & the Institute.
- 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.
- 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
- The candidates has to put in a minimum of 85%attendance condonation of 10% on medical grounds,on participation in university level sports ,cultural events,seminar,workshop.
- Internal assessment marks,Promotion and eligibility for examination.

  
PRINCIPAL  
Alva's Institute of Engg. & Technology  
Mijar, MOODBIDRI - 574 225, D.K



Ref: AIET/ME/2017-18

Date: 08-08-2017

**Circular**

It's hereby informed to all the second year students of Mechanical Engineering to assemble in room number 401 at 10.00 am on 10<sup>th</sup> August 2017. HOD will be addressing the students about "Code of conduct".

**HOD  
H. O. D.**

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

Copies to:

Teaching Staffs and Students.





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**REPORT ON AWARENESS PROGRAMM ON CODE OF CONDUCT**

HOD addressed the second year Mechanical Engineering students on 10<sup>th</sup> August 2017 about code of conduct among students. The students in College should follow the below mentioned code of conduct.

1. Maintain discipline in the campus, wearing of ID cards in the campus is mandatory. Students should come to the college in uniform/ decent and presentable attire.
2. Bunking of classes is strictly prohibited, Minimum attendance of 85% is necessary, a student having shortage of attendance in one or more subjects shall have to repeat the whole semester and such students shall not be permitted to take admission to next higher semester.
3. The test shall be answered in Blue Books provided in college with pages serially numbered. If a student remains absent for all the Internal Assessment tests conducted, the Internal Assessment Marks shall be marked as AB for the subject.
4. Mobile phone usage is prohibited.
5. Ragging is a crime. Any student found involved in this act will be punished as per the law
6. The desks and other furniture should not be defaced by writing names and obscene remarks on them or even by drawing on them with pens, knives and other sharp instruments.
7. Maintain discipline when you are in the other college, representing for placement processor for participating in the co-curricular/extracurricular activities or for any other reasons.
8. Students shall not indulge in any kind of malpractice during Continuous Internal Evaluation (CIE) examinations and Semester End Examinations (SEE). If any student found violating this during CIE exams, he/she will be awarded zero marks in CIE and suitable counseling and disciplinary action shall be initiated.
9. The student admitted to 1st year B.E/ B.Tech. Shall complete the course within a period of eight academic years from the date of first admission, failing which he/she has to discontinue the course.
10. The student shall undergo an Internship for 8 weeks i.e. starting from the end of 7th semester Examination after availing one week vacation and completing during the initial period of 8th semester. Completion of internship is mandatory; if any student fails to complete internship, he/she will not be eligible for the award of degree.





**ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY, MIJAR.**

**Shobhavana Campus, Mijar, Moodbidri, D. K - 574225**

**Phone: 08258-262725, Fax: 08258-262726**



**Prof. K V Suresh, HOD of Mechanical Engineering, Addressing the second year students about "Code of conduct".**

**H. O. D.**

**Dept. Of Mechanical Engineering  
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**

**Department of Information Science Engineering**

Ref: AIET/ISE/2017-18/CL<sub>4</sub>

Date: 14-08-2017

**CIRCULAR**

It is here by informed to all 3<sup>rd</sup> semester students that the orientation regarding Code of conduct by the HoD, Department of ISE would be held in room number 301 at 2.00PM on 17-08-2017.

All the students are here by instructed to attend the same without fail

**HoD**

**Dept. of ISE**

**H. O. D.**

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



### **Report on awareness program on code of Conduct for Students: 2017-18**

The orientation session on code of conduct for students was conducted on 17-08-2017 at 2:00 PM in room no 301. Head of the department Prof Jayantkumar A Rathod addressed the students in this regard and the following points were discussed.

- Every student shall observe discipline, decorum and proudly contribute to the academic ambience and prestige of the College. Students must treat each other with dignity and spirit of friendship and every student must respect the faculty members and every staff member.
- For the well-being of the student community, any violation of discipline and Code of Conduct will be strictly dealt with every student admitted to the college is provided with an Identity Card.
- The student should wear and display the Identity Card at all times in the campus. A student will not be allowed into the Campus without the Identity Card. A student must produce the Identity Card to use any facility like Library, Laboratories, etc.



#### **HoD addressing the students on Code of Conduct**

- In case a student loses the Identity Card, she/he should apply for a fresh Identity Card along with a penalty fee
- The Uniform and Dress Code as prescribed shall be mandatorily followed by all concerned students from Monday to Friday of the University working days. However, on Saturdays of the working days, the students may come attired in casual wear.
- Use of Mobile Phones is strictly prohibited in the Academic Blocks.





# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

Phone: 08258-262725, Fax: 08258-262726

## Department of Information Science Engineering

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- The following articles/substances are strictly banned in the Campus, Hostels and Buses:
  - Tobacco Products;
  - Alcoholic Beverages, Spirits and Wines;
- Ragging in any form is a serious offence and it will be dealt with severely. Students should stay away from any anti-social activities.
- When a teacher enters the classrooms, the students should raise and keep standing until they are asked to sit or until the teacher takes his/her seat. Late comers are forbidden from entering the classrooms.

**HoD**

**Dept. of ISE**

**H. O. D.**

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



# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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Phone: 08258-262725, Fax: 08258-262726

## DEPARTMENT OF CIVIL ENGINEERING

Date: 16/08/2017

### CIRCULAR

All the students of 3<sup>rd</sup> semester are hereby informed to attend an instruction session on 'Code of Conduct' by Head of the Department on 17/08/2017 at 3.30 p.m.

Venue: Department seminar hall.



HOD.D.

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

Circulate to 3<sup>rd</sup>sem classes





# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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## DEPARTMENT OF CIVIL ENGINEERING

### REPORT ON ADDRESSING OF "CODE OF CONDUCT" BY HOD

For the 3<sup>rd</sup> Sem Civil Engineering Students (2<sup>nd</sup> Year), HOD addressed to students in Department seminar hall on 17-08-2017 at 3.30pm, in an exclusive session for briefing about Code of Conduct and Professional Ethics. A code of conduct can be an important part in establishing an inclusive culture, but it is not a comprehensive solution on its own. An ethical culture is created by the organization's leaders who manifest their ethics in their attitudes and behaviour. He also said the rules and regulation of department. Further, he spoke about Scope of Civil Engineering and job opportunities in Civil Engineering. The proof of effectiveness is when employees/members feel comfortable enough to voice concerns and believe that the organization will respond with appropriate action.



**Hod addressing on Code of Conduct**

HOD

Department of Civil Engineering

H.O.D.

Dept. of Civil Engineering

Alva's Institute of Engg. & Technology

Mijar, Moodbidri - 574 225





# ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodabidri, Mangalore Taluk, D.K - 574225  
Phone: 08258-262725, Fax: 08258-262726

Date: 23-09-2017

## CIRCULAR

It is hereby informed to all first-year students that HOD is going to address the students regarding the Code of conduct of MBA Department on 25/09/2017 at 9.30am in the MBA seminar hall.

DEANMBA

DEAN

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
MIJAR - 574 225

Circulate to

First year MBA classes



### **REPORT ON AWARENESS PROGRAMM ON CODE OF CONDUCT**

The Professional Code of Conduct is designed to reinforce our core values of Integrity, Innovation and Impact and create expectations related to professionalism and respect for others, both inside and outside the classroom. Members of the Alva's MBA Program are expected to behave in ways that promote individual, academic and professional development and contribute to a positive environment. Additionally, student behavior reflects upon the brand and reputation of our Program and Institution.

The cods have been delivered to the students on 25/09/2017 by Ramakrishna Chadaga Head of the Department MBA. HOD gave awareness on the following points.

1. Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
2. Students shall behave with dignity and courtesy inside and outside the college.
3. Students shall observe strict modesty in dress. All students will be in uniform on all week days except on Saturdays. On Saturdays, boys can wear formal dress (trousers & shirt) and girls can wear salwar-suit, trousers and shirt or kurta. Both boys and girls must not wear t-shirt and tight fit dresses. For girls, sleeveless, deep neck, tight leggings, transparent dresses are strictly forbidden. The dress should be clean, ironed and properly tucked in. Plain black or brown belt should be worn. Fancy designer belts are not allowed.
4. Black shoes with socks for boys, and plain black shoes for girls without high heels are permitted.
5. Personal grooming is essential for everyone irrespective of gender.
6. Students should wear identity cards inside the campus and also, when attending any meetings outside the campus. I-cards are to be worn round the neck and this is compulsory.
7. Possession of mobile phones during the college hours in the campus is strictly prohibited. Anybody found with a mobile, a fine will be imposed.



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8. Students are not allowed to leave the institute premises during the institute working hours. If a student wants to leave the institute for some valid reasons before the closing hours of the institute, he/she has to have a letter of permission signed by the HOD.
9. Students shall not entertain visitors without prior permission in the campus.

**DEAN/MBA**

**DEAN**

Dept. of Business Administration  
Alva's Institute of Engg. & Technology  
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Phone: 08258-262725, Fax: 08258-262726

Date: 07/08/2017

## CIRCULAR

It is hereby informed to all teaching, non-teaching and administrative staffs to attend an instruction session on 'Code of Conduct' by the Principal on 10/08/2017 at 4.00pm.

Venue: MBA seminar hall

Principal  
PRINCIPAL

Alva's Institute of Engg. & Technology,  
Mijar, MOODABIDRI - 574 225, D.K

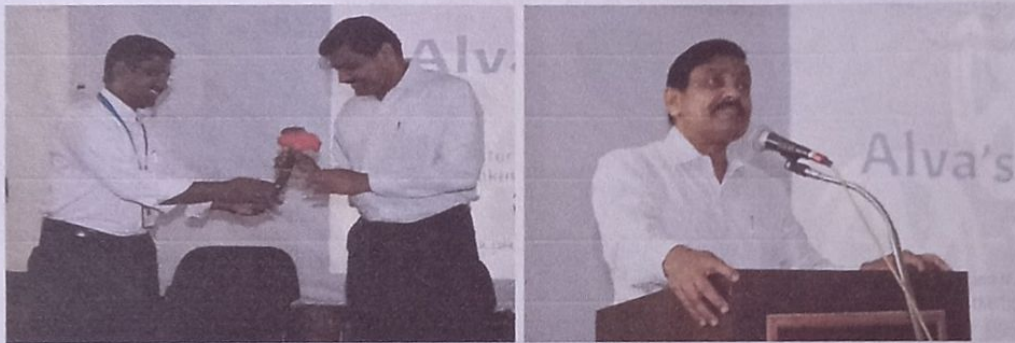
### Cc:

Heads of CV/ CSE/ ECE /ISE /MECH /PHY /CHEM /MATHS/MBA/  
AO/LIBRARY



**Report on awareness program on code of Conduct**

Dr. Peter Fernandes addressed the faculties on professional code of conduct. This session was conducted on 10-08-2017 at 04:00 PM in MBA seminar hall and the following points were discussed. He instructed the duties and responsibilities of Deans, HOD's, Teaching, nonteaching faculties and administrative staffs .



**Dr. Peter Fernandes addressing about code of conduct.**

- Teachers should uphold the honor and dignity of the teaching profession.
- Advance the interests of the teaching profession through responsible ethical practices.
- Teachers shall abide by the code of conduct, discipline and rules of the Institution and Trust.
- Teachers should handle the subjects assigned by the Head of the Department
- Teachers should complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- Teachers should provide an innovative and quality education to pupils.
- Be impartial and discriminative against students.
- Interact with the students in a friendly manner.
- Abide by the rules and regulations of the institution.
- Abide by the procedures to ensure student's safety.
- Be responsible and interact positively with parents and other stakeholders in educating the students.





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- Be good counselors and facilitators.
- Teachers should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.
- Attend and participate in the meeting, activities called / assigned by the HOD, Principal, and Management.
- Three Internal tests are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students. Marks for the assignments, Internal tests, Seminars if attended are to be entered in the counseling report
- Any emergency duties/work assigned by the management / Principal should be attended immediately and all staff should be communicable during vacation

  
HOD ISE  
H.O.D.

Dept. Of Information Science & Engineering  
Alva's Institute of Engineering & Technology  
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# Alva's Institute of Engineering & Technology

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

AIET/2017-18/701A

Date: 02-09-2017

## CIRCULAR

It is hereby informed to all HoDs, Deans, Teaching, non-teaching and administrative staffs that, a talk on "Professional Ethics in Engineering" by Mrs. Claret Mendonca, HoD, Dept. of MBA, AIET will be held in engineering seminar hall on 04-09-2017 at 10:00 AM. All are here by instructed to attend the same without fail.

  
Principal  
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Cc to:

Principal's Table

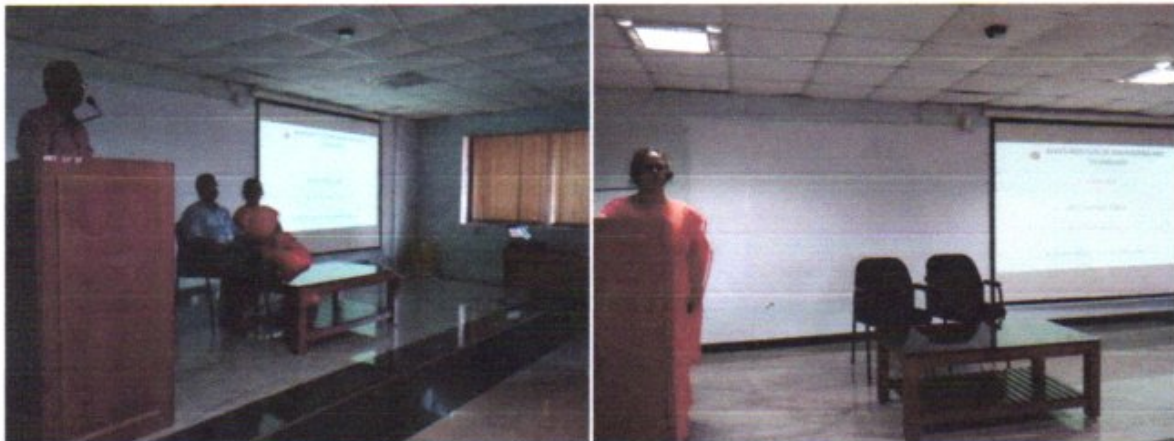
All deans/AO/All HoDs-CV, ME, ECE, CSE, ISE, Phy, Chem, Math,

MBA/PED/Library



## Report on Professional ethics program

Most of us would agree that it is ethics in practice that makes sense; just having it carefully drafted and redrafted in books may not serve the purpose. Of course all of us want businesses to be fair, clean and beneficial to the society. For that to happen, organizations need to abide by ethics or rule of law, engage themselves in fair practices and competition all of which will benefit the consumer, the society and organization. Primarily it is the individual, the consumer, the employee or the human social unit of the society who benefits from ethics. Dr. Claret Mendonca, Hod MBA department, AIET addressed all HoDs, Deans, Teaching, non-teaching and administrative staffs on professional ethics. This session was conducted on 04-09-2017 at 10:00 AM and the following points were discussed.



**Professional Ethics talk by Dr. Claret Mendonca.**

- i. Uniting People and Leadership
- ii. Satisfying Basic Human Needs
- iii. Creating Credibility
- iv. Improving Decision Making
- v. Long Term Gains
- vi. Securing the Society

The speaker concluded that ethics tries to create a sense of right and wrong in the organizations and often when the law fails, it is the ethics that may stop organizations from harming the society or environment.

*Principal*  
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*H.O.D.*  
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### CIRCULAR

06/09/17

ROSTRUM-The speaker's club is organizing a talk on "**Growth with Roots - a Vision for our Careers**" by **Mr.V Srinivas** Founder CEO, Illumine Knowledge Resources Pvt Ltd Mumbai on 7<sup>th</sup> September, 2017 at 2 PM in MBA seminar hall AIET. All the Rostrum members are requested to assemble at 1.50 pm.

Co-Ordinator

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Principal  
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**Mr. V Srinivas,**  
**Founder and CEO, Illumine Knowledge**  
**Resources Pvt Ltd, Mumbai**

**TOPIC:** *"Growth with Roots- a Vision for our Careers"*

**DATE:** 7<sup>th</sup> September, 2017

**VENUE:** MBA Seminar hall, AIET

**REPORT:**

The talk by Rostrum-the speaker's club was presided by Mr. Srinivas, Founder and CEO, Illumine Knowledge Resources Pvt Ltd, Mumbai along with Mr. Vivek Alva, Managing Trustee, Alva's Education Foundation and Mr. Deepak Raj, Coordinator, Rostrum.

**Introduction of the guest:** Srinivas is the Founder-CEO and Lead Researcher of Illumine Knowledge Resources. Prior to Illumine he co-founded and co-led INFAC - a company that pioneered the production of industry reports (1989-96). Srinivas is an alumnus of IIT Bombay (1987), and IIM Ahmedabad (1989).

Since 2017, Srinivas has also been engaged in reflecting on the extensive learnings of this period, organizing and systematizing his work into a form that is more widely accessible.

**Event:** Mr. V Srinivas, Founder and CEO of Illumine Knowledge Resources Pvt Ltd gave a talk on "growth with roots -a vision for our career" where he spoke on how to concentrate about our studies and build a career and the utilization of the time, How do you create an education system that does not just give people theory/ technical know-how but develops them into potential contributors for society?

He also told that the challenge in preparing our students for the world of work today is not so much building capabilities, but building a contributive orientation to work and society.

Rostrum students from AIET and MBA, first year students attended this talk on the topic "Emotional Engineering for excellence".



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## PHOTOS



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Major. MOODIBERI - 574 225/00



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## CIRCULAR

28/08/17


It is here informed to all student members of Rostrum, The speakers club that a Guest Talk will be held on Tuesday, 29/08/2017 at 2pm in AIET Auditorium. The speaker is "Dr Rajdeep Manvani", an academician, trainer and motivational speaker who will be speaking on the topic "Emotional Engineering for Excellence".

  
Co-Ordinator

  
Principal  
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Principal  
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# **Dr. Rajdeep Manwani,**

## **Motivational Speaker, Professor, Jain University**

TOPIC: "*Emotional Engineering for Excellence*"

DATE: 29<sup>th</sup> August, 2017

VENUE: AIET Auditorium

### **REPORT:**

The Inaugural talk by Rostrum-the speaker's club was presided by Mr. Raj deep Manwani professor of Jain University along with Mr. Vivek Alva, Managing Trustee, Alva's Education Foundation.

**Introduction of the guest:** Dr. Rajdeep Manwani, Coordinator, Department Of Commerce at Jain University, Bangalore, is an academician, trainer, motivational speaker, life coach, counselor & quiz-master. He is a triple post graduate and a PHD having completed his M.com, M.B.A and M.Phil & also a doctorate in commerce. He holds the record of being adjudged the best impromptu speaker for five years. He has been awarded the Distinguished Toastmaster the highest award in Toastmasters International. He is the recipient of the National award as role model for empowerment of persons with disability from the honorable President of India in December 2013. He is also the recipient of the special award given by the chief minister of Karnataka in 2011 & the State award for excellence given y the Government of Karnataka in 2015. He has been a featured TEDx and has hosted several training programs, given motivational speeches & management talk shows on radio. He has trained, motivated and mentored over 17,500 students and executives over a span of eighteen years and received excellent ratings from his corporate and educational clients which include Britannia, State Bank of India, Pantaloon retail, WIPRO and Kotak life, among others. He firmly believes in the motto of his life "Touching lives, making a difference"

**Event:** Mr. Rajdeep started his talk by telling about himself and how he lost his eyesight during his childhood. He was very energetic and inspiring in his story of how he moved ahead in life to complete his Ph.D. As he rightly quoted "Don't keep your dreams in your eyes; they will wash



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away as tears keep them in your hearts so that each heart beat reminds you to reach your dreams", he told students never to hesitate in doing what is right even if you feel the world is against you.

About 900 students from AIET and Alva's Degree college attended this talk on the topic "Emotional Engineering for excellence".


## PHOTOS



ALVA'S INSTITUTE OF ENGINEERING AND TECHNOLOGY  
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**ROSTRUM**  
*The Speaker's Club*

Invites you to the Inaugural talk on  
**"Emotional Engineering for Excellence"**

 **Dr. Rajdeep Manwani**

Date & Time : 29-08-2017 at 2pm  
Venue : AIET Auditorium

  
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# Alva's Institute of Engineering and Technology

Shobhavana Campus, Mijar, Moodbidri- 574225

24/11/2017

## CIRCULAR

It is hereby informed to all students of Rostrum, the Speakers' Club, that a Guest Talk will be held on Friday, 24-11-2017 at 3 PM at MBA Seminar Hall, AIET-Mijar. The Guest Speaker is Prof K Raghothama Rao, Director, MANAS Centre for Training & Development, Bengaluru who will be speaking on the topic "Youth's Role in Pollution Mitigation". Interested club members are requested to gather at venue at 2:45pm.

  
Faculty Coordinator

  
Principal  
Alva's Institute of Engg. & Technology,  
Mijar, MOODSIDRI - 574 225, D.K.

Copy to:

Principal's table

Principal, Naturopathy

Principal, Homeopathy

All HODs

Dean-MBA

All Faculty Coordinators, Rostrum

  
Principal  
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# **Prof. Raghotham Rao**

**Director, Manas centre for training and  
development, Bangalore**

**TOPIC:** *"Role of youth in pollution mitigation"*

**DATE:** 24<sup>th</sup> November, 2017

**VENUE:** MBA Seminar hall, AIET

**Alvas Education Foundation**

**ROSTRUM**

The Speakers Club



Invites you to a guest talk on

**"Youth's role in Pollution  
Mitigation"**

by

**Prof. K Raghothama Rao**

Venue: MBA Seminar Hall

Time - 3PM

## **REPORT:**

The guest talk on "Role of youth in pollution mitigation" by Prof. Raghotham Rao, Director, Manas centre for training and development, Bengaluru was organized by Rostrum-the speaker's

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## ROSTRUM - THE SPEAKERS' CLUB 2017-2018

club which was presided by Dr. Ramakrishna Chadaga, Dean -MBA, AIET and Mr. Deepak Raj, Rostrum coordinator.

**Introduction of the guest:** Mr. Raghotham Rao is a professor of commerce and management. He is the recipient of award for Excellence in IIR Training. He Has conducted several value-oriented programs for corporates and industrialists. He is the Founder-President of School for Ecological Education in Karnataka (SEEK). Active campaigner for preservation of Environment, Flora and Fauna. He has specialized in communication skills. Scripted and directed 13 part TV serials on 'Environment and Wildlife'. He is known for his keen sense of humor.

**Event:** The session started with Dr. Chadaga welcoming the guest. The session has a strength of 250 students from across AIET and MBA.

The session started by Prof. Raghotham Rao talking to the students on how youth are also responsible for pollution. He said the young generation has much task ahead in terms of development of the country and youth must be enforced to environmental tasks. He related the workings of Swamy Vivekananda and how his ideologies and mantras can help youth in the modern era to contribute to the society. He had some interactive sessions with students regarding how students can take part in pollution control.

The session was continued with Q&A from rostrum students and finally Mr. Deepak Raj thanked the guest for his valuable time with us.

### PHOTO



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