



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

A Report on

Code Of Conduct Monitoring Committee

Academic Year : 2019-2020



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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/2019-2020//

Date: 08/07/2019

CIRCULAR

The Code of conduct monitoring Committee is constituted for the academic year 2019-2020 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





Alva's Institute of Engineering & Technology

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Phone: 08258-262725, Fax: 08258-262726

INSTITUTE LEVEL CODE OF CONDUCT MONITORING COMMITTEE: 2019-20			
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	principalaiet08@gmail.com
Dr. Praveen J Associate Professor & Dean (Academics)	Member Convenor	8884767555	Praveenj_vishruth@yahoo.in


Dr. PRAVEEN J

Member Convener


Dr. PETER FERNANDES

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

REF: AIET/CCM/2019-20/2

Date: 08/07/2019

CIRCULAR

All the Code of conduct monitoring committee members are requested to attend a meeting on 15/07/19 at 12.00 pm 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

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Mijar, MOODBIDRI - 574 225, D.K

Copies to:

Principal Office/Managing Trustee



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Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2019-20/03

Date: 15/07/2019

MINUTES OF MEETING

Date: 15th July 2019

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:

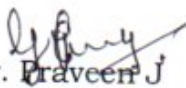
- ❖ Discussed about the program for all faculties about code of conduct, human value and professional ethics.


Action Taken

- ❖ Department of CSE 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 MBA organized one day workshop on "Professional Etiquette and co-corporate life" Mrs. Matharani Mathias corporate trainer in Hospitality on 21st May, 2019 from 9.15am to 4.30pm.


Dr. Praveen J
Member Convener

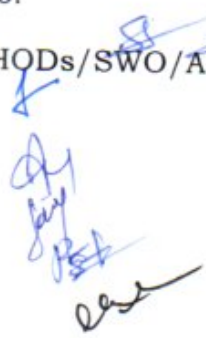

Dr. PETER FERNANDES

Principal

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Mijar, MOODBIDRI - 574 225, D.K

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Phone: 08258-262725, Fax: 08258-262726

DEPARTMENT OF BUSINESS ADMINISTRATION

18-05-2019

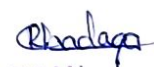
CIRCULAR

I hereby inform to all the Ist year and IInd year MBA students that there is a Training Program on 'Professional Grooming for Corporate Life' by Mrs. Matharani Mathias, Corporate Trainer in Hospitality, Professional Etiquette and Social Skills conducted on May 21st, 2019 in MBA Seminar Hall at 9:30am . All the students are requested to attend the sessions without fail.

Date / Timing	9:30AM -10:40 AM	11.00 AM -1:00 PM	2:00PM -4:30 PM
21-May-2019	'Professional Grooming for Corporate Life' by Mrs. Matharani Mathias, Corporate Trainer in Hospitality, Professional Etiquette and Social Skills		

Copy to

- Notice Board
- Class circulation


DEAN

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



23-05-2019

Report : One day training programme on Professional Grooming for Corporate Life on May 21st , 2019 for I and II year MBA students

Resource Person: Mrs. Matharani Mathias, Corporate Trainer in Hospitality.

One-day training programme on "Professional Grooming for Corporate Life" covered all aspects of professional etiquette and grooming for managers. It was attended by both first and the second-year students. Etiquettes and Manners covered introductions, dressing, telephone manners, email manners, interview manners, personal grooming, and all aspects of grooming for managers, telephone manners, email manners, interview manners, personal grooming, and table manners. It is essential for every individual to behave in a socially acceptable way. Etiquette refers to good manners which help an individual leave his mark in the society. A students must know how to behave at the workplace. As there is a huge difference between college and professional life students were trained on corporate.



Session on Professional Grooming for Corporate Life by Mrs. Matharani Mathias



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She said that Corporate Etiquette are important at the workplace are essential to create an everlasting impression. She also focused on how important it is to behave in a well manner so that people at work place will take us seriously. Students realized that one needs to be professional and organized.

Outcome:

- Students understood how important it is to project the Right First Impression
- Learned about Polishing manners to behave appropriately in social and professional circles
- Enhanced the ability to handle casual and formal situations in terms of personal grooming, dining and entertaining etiquette
- Learned to develop and maintain a positive attitude and to be assertive
- Understood to handle the difficult situations with grace, style, and professionalism

The total of 81 students were benefited from the session

DEAN

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Alva's Institute of Engg. & Technology
Mijar - 574225

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Campus: MOODBIDRI - 574 225, D.K



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

Phone: 08258-262725, Fax: 08258-262726

REF: AIET/CCM/2019-20/4


Date: 06/01/2020

CIRCULAR

All the Code of conduct monitoring committee members are requested to attend a meeting on 13/01/20 at 11.00 am in the Board Room.

Agenda:

1. To seek ideas to increase awareness on code of conduct and ethics.


Dr. PRAVEEN J
Member Convener


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

Copies to:

Principal Office/Managing Trustee

REF: AIET/CCM/2019-20/5

Date: 13/01/2020

MINUTES OF MEETING

Date: 13th January 2020

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 code of conduct and 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 CSE organized awareness program for staffs on code of conduct by the Principal Dr. Peter Fernandes on 10th September, 2019 at 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 "Morality and Humanism" by Justice N Santhosh Hegde on 16th October, 2019 in AIET Auditorium.

Dr. Praveen J.
Member Convener

Dr. PETER FERNANDES
Principal
PRINCIPAL

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Mijar, MOODBIDRI - 574 225, D.K

Copies to:

Deans/HODs/SWO/AC/Library/Principal Office/Managing Trustee.

[Handwritten signatures and initials]


Department of Electronics & Communication Engineering

02-08-2019

Circular

It is hereby informed to all the 3rd semester students that HOD will address about code of conduct on 04-08-2019 from 11am in the Engineering seminar hall. Attendance is compulsory.

Copy: Class circulation


HOD

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

Department of Electronics & Communication Engineering

04-08-2019

Report on Awareness program for Code of conduct

HOD addressed all the students of 3rd semester on the day of commencement in the Engineering seminar hall from 11:00 AM till 12:00 PM about code of conduct among students. The students in College should follow the below mentioned code of conduct.



HOD addressing the students on Code of conduct

1. 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.
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. 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.
5. 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.

6. Mobile phone usage is prohibited. Ragging is a crime. Any student found involved in this act will be punished as per the law
7. 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.
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.

D.V. V

H. O. D.

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



FA/ET /AY /2019-20 /OP

CIRCULAR

29/07/2019

The following faculty members are identified for orientation program for First year BE students which is scheduled on 1st August 2019 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, Department of Chemistry. Further, slides can be altered and the content can be discussed with the above.

Faculty:

- B1 (Room 401): HOD, ME & Mr. Ramesh Rao
- B2 (Room 402): HOD, CV & Mrs Kavitha.B
- B3 (Room 403): HOD, Chemistry & Mrs. Sakshi Kamath
- B4 (Room 404): HOD, Computer Science & Mr Hemanth
- 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

Venue: First year class rooms

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

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

REPORT

DATE:01-08-2019

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. Ramesh Rao

B2 (Room 402): HOD, CV & Mrs Kavitha.B

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

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

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

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.



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Mijar, MOODBIDRI - 574 225, D.K

- 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.
- 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.

Ref: AIET/ME/2019-20

Date: 05-08-2019

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 7th August 2019. 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

Circulate to:

Second Year (Third Semester) class rooms.

REPORT ON AWARENESS PROGRAMM ON CODE OF CONDUCT

HOD addressed the second year Mechanical Engineering students on 7th August 2019 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.
2. Mobile phone usage is prohibited.
3. 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.
4. 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.
5. Bunking of classes is strictly prohibited, Minimum attendance of 85% is necessary.
6. 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.
7. 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.
8. 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.
9. Ragging is a crime. Any student found involved in this act will be punished as per the law.
10. 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.
11. 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.



Latitude:13.02446
Longitude: 74.96791
Room No. 401, ME Block
Badagumijaru, Karnataka

Dr. Satyanarayan, 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

Ref: AIET/ISE/2019-20/ *C3*

Date: 05-08-2019

CIRCULAR

It is here by informed to all 3rd semester students that the orientation regarding Code of conduct by the HoD, Dept of ISE would be held at 11.00AM on 08-08-2019. All the students are here by instructed to attend the session without fail.



HoD

Dept. of ISE

H. O. D.

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

Report on awareness program on code of Conduct for Students: 2019-20

A talk on code of conduct for student of ISE was organized by the department and Prof. Jayantkumar A Rathod addressed the students in this regard. This session was conducted on 08-08-2019 at 11:00AM in ISE Laboratory. The following points have been discussed about Code of Conduct for the students.

1. During class hours a student cannot go out of the classroom without the permission of the teacher concerned. The use of mobile phones is strictly prohibited on the college campus. Students who violate this rule will have to face disciplinary action.
2. The college expects students of both sexes to foster a healthy and decent relationship both on campus and of campus. The very spirit of co-education lies in facilitating such a relationship. Any behavior contrary to this spirit is deemed unlawful and punishable.
3. During leisure hours, students are advised to use the library, and internet browsing centre.
4. 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.
5. Late comers are forbidden from entering the classrooms.



HoD addressing the students on Code of Conduct

6. Defacing the blackboards of walls will be severely dealt with.
7. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty
8. Students should stay away from any anti social activities.
9. Students should stay wear their identity cards inside the campus daily.
10. Ragging in any form is a serious offence and it will be dealt very severely.
11. Damage fee will be collected for any damage caused by them knowingly or unknowingly.
- 12 Visitors are not allowed to meet the students in the classrooms.
13. Students should take care of their belongings.



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, MOODBIDRI
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Date: 8th August, 2019

CIRCULAR

All the 2nd year CSE students are hereby informed that HOD is going to address the students regarding Code of Conduct on 10th August, 2019 at 10 AM at Machine learning lab.



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

Circulate to

Room 101

Room 102

Report on awareness program on code of Conduct

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 little attention to how well ethical awareness predicts ethical behavior. 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 Kotari, HOD CSE addressed the students on code of conduct. This session was conducted on 10-08-2019 at 10:00 AM at Machine learning lab. Around 98 students attended the session and Hod gave awareness on the following points.



CSE HOD addressing on Code of Conduct

1. 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.



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY, MOODBIDRI
Shobhavana Campus, Mijar, Moodbidri, D.K - 574225
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

2. 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.
3. Students must maintain punctuality while attending all the theory and practical classes.
4. In case of absence to theory and practical classes, student shall produce duly signed Leave Card with a valid reason. Otherwise, it will be considered as a serious offence for which disciplinary actions will be taken.
5. If any student is absent for a test no retest will be granted, unless the recommendation from HOD is obtained.
6. 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 class work.
7. Students, who happen to have no class, are not allowed to hang around in the campus during class hours, as it is disturbing other classes. Abstaining from class "en-masse" is considered as a serious offence for which disciplinary actions will be taken.
8. The students are to attend all the activities organized by the individual department & the Institute.
9. 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.

HOD

Department of computer science and engineering

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



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


Department of Civil Engineering

17-08-2019

Circular

It is informed to all 3rd semester students that HOD will address about code of conduct on 20-08-2019 from 10.30 am, in the respective classroom. Attendance is compulsory.

Copy: Class circulation

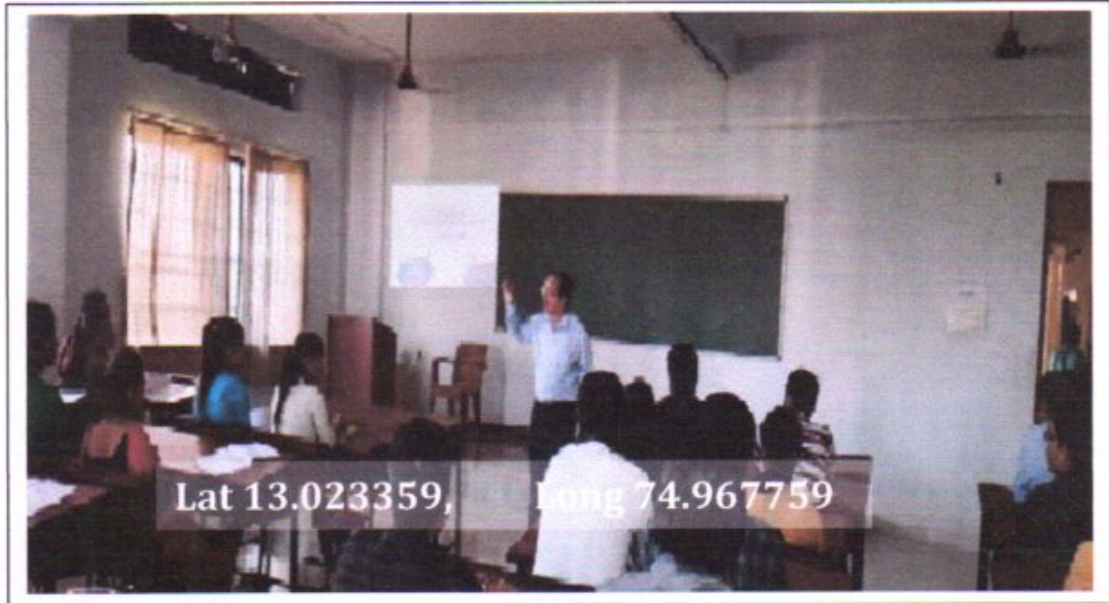

HOD
Dept. of Civil Engineering
Alva's Institute of Engg. & Technology
Mijar, Moodbidri - 574 225

20/08/2019

REPORT ON CODE OF CONDUCT FOR STUDENTS

HOD addressed all the students of 3rd sem in the class room 502 about code of conduct. The students in the campus should follow following code.

1. 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.
2. 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.
3. Students must maintain punctuality while attending all the theory and practical classes.
4. In case of absence to theory and practical classes, student shall produce duly signed Leave Card without fail.
5. If any student is absent for a test no retest will be granted, unless the recommendation from HOD and approval from Principal.
6. 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.
7. 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.
8. The students are to attend all the activities organized by the individual department & the Institute.
9. 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.
10. No person who is a student of AIET shall involve in or commit ragging.
11. First two weeks of academic year is declared as ragging prevention week.
12. Whoever directly or indirectly commits, participates in, abets or instigates ragging inside or outside the educational institution shall be punished



HOD addressing on Code of Conduct



HOD

H.O.D.

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

Date: 31-10-2019

CIRCULAR

It is hereby informed to all first-year students that HOD is going to address the students regarding the code of conduct on 02/11/2019 at 9.30am in the respective classroom.



DEAN MBA

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 02/11/2019 by, Dr. Claret Mendonca 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.
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

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



Alva's Institute of Engineering & Technology

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

Phone: 08258-262725, Fax: 08258-262726

AJET/2019/20/128A

Date: 10-08-2019

CIRCULAR

It is hereby informed to all the Teaching, Non-teaching and administrative staff to attend an instruction session on 'Code of Conduct' by the Principal on 13-08-2019 at 3.30p.m.

Venue: MBA Seminar Hall

Principal
PRINCIPAL

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

Copy to:

1. A.O.
2. All Deans
3. All HoDs
4. All

Report on awareness program on code of Conduct

The set of practices that outlines the general standards, rules, and responsibilities of an individual or organization are defined as the Code of Conduct. Essentially, these practices are an important part, but not a complete solution in building an inclusive culture. The purpose of the Code of Conduct is to define and promote crucial ethical principles that are important and relevant to the organization based on which it identifies and disallows aspects of behavior that recall legal responsibility.

Dr. Peter Fernandes, Principal AIET, Mijar addressed teaching, non-teaching and administrative staffs of AIET, on Code of Conduct.

This session was conducted on 13-08-2019 at 3.30PM in the MBA Seminar Hall and the following points were delivered.

1. The faculty members must be punctual to duty.
2. The faculty shall stay within the campus during the working hours of the college.
3. The faculty shall discharge the responsibilities assigned in teaching/research/consultancy and administrate diligently in honest and un-biased manner with total commitment.
4. The faculty members are expected to conduct themselves in a professional and cooperative manner.
5. Take precautions to protect equipment, materials and facilities of the college.
6. Attend and participate in the meeting, activities called / assigned by the HOD, Principal, and Management.
7. To take up other duties and responsibilities as prescribed by the Principal/Management not limited to (apart from) Academic and Evaluation duties.
8. To undertake Research/Consultancy Activities constantly in addition to teaching.



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9. The faculty shall not engage/take private tuitions.
10. The faculty shall follow the dress code as per the Institute norms.
11. The faculty shall finish the evaluation work of Internal Assessment (IA) and VTU Examinations on priority without causing any inconvenience.
12. The faculty shall not accept/proceed to undertake any duties/works outside the college without prior approval of the Principal/Management.
13. Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned faculty should submit proof of attendance to the Department.
14. To conduct the assigned classes as per the time-table, to maintain the course files and other relevant documents of the courses handled by the concerned faculty.
15. The faculty shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed. The faculty shall keep the parents apprised about the academic progress and general behavior of their wards from time to time



Dr. Peter Fernandes addressing about code of conduct.


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

ROSTRUM- THE SPEAKERS CLUB

CIRCULAR

14/10/2019

It is hereby informed to students that, the ROSTRUM- The Speakers club is organizing a talk on "Morality and Humanism" by Justice N. Santosh Hegde in AIET auditorium on 16/10/2019. All the Rostrum club members are informed to attend the same compulsorily and interested students can attend the same.



Coordinator

CC to :

All HOD's- Civil, Mech, CSE, ECE, ISE, Physics, Maths, Chemistry



Principal

ALVA'S Institute of Engg. & Technology,
Mijar. MOODSIDRI - 574 225, D.K



Principal

ALVA'S Institute of Engg. & Technology,
Mijar. MOODSIDRI - 574 225, D.K

ROSTRUM - THE SPEAKERS' CLUB 2019-2020

HON'BLE JUSTICE N. SANTOSH HEGDE
FORMER JUDGE, SUPREME COURT OF INDIA
FORMER LOKAYUKTA FOR KARNATAKA STATE


TOPIC: *"MORALITY AND HUMANISM"*

DATE: 16TH OCTOBER, 2019

VENUE: A.I.E.T. AUDITORIUM

INVITE

ALVA'S EDUCATION FOUNDATION



ROSTRUM
THE SPEAKERS' CLUB

PRESENTS A GUEST TALK
BY

Hon'ble Justice N. Santosh Hegde
Former Judge, Supreme Court Of India
Former Lokayukta for Karnataka State


*"Youth should play a vital role in
fighting corruption and misgovernance"*

OCT 16
3:00 PM
A.I.E.T. AUDITORIUM

INTRODUCTION OF THE GUEST:

Nitte Santosh Hegde (born 16 June 1940) is a former judge of the Supreme Court Of India, former Solicitor General of India and was Lokayukta (ombudsman) for Karnataka State of India from 2006-2011. Santosh Hegde was born in a Tulu-speaking Tuluva Bunt family to former judge of Supreme Court, Justice K. S. Hegde and his wife Meenakshi Hegde (née Adyanthaya). He is one of six children born to the couple. He was born on 16 June 1940 in Nitte, Udupi district, Karnataka. He had his early education at St. Aloysius College, Mangalore and Madras Christian College in Madras. He completed his intermediate exam from St. Joseph's College,

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Bangalore and BSc degree from Central College of Bangalore. Hegde graduated with a law degree from Government Law College (now known as University Law College), Bangalore in 1965. Mr. Justice N. Santosh Hegde was born on June 16, 1940. He graduated in law in 1965 and after completing apprenticeship training was enrolled as an Advocate in January, 1966 and designated as senior Advocate in May, 1984. He was appointed as the Advocate General for the State of Karnataka in February, 1984 and held that position till August, 1988. He worked as Additional Solicitor General of the Union of India from December, 1989 to November, 1990. He was re-appointed as the Solicitor General of India on April 25, 1998. Appointed as a Judge of Supreme Court of India on 8.1.1999. Retired on 16.6.2005. He was appointed as Lokayukta of Karnataka state on 3 August 2006 for a term of five years. He retired as Lokayukta of Karnataka on 2 August 2011. Subsequently, he joined the anti-corruption movement launched by Anna Hazare in 2011 as a core member of Team Anna. In August 2012, he left Team Anna and refused to be part of it after the team decided to go political.

REPORT: This guest talk had 1100 students from various colleges of the foundation. The guest spoke about various things related to the topic i.e. the corruption in the country, mass communication (news channels) leaving their work ethics, media channel being tilted towards the political power, improper measurements taken by the government in administration, roads are not constructed even after the permission is granted, effect of social media in the public and youths, all these things are making humans to forget humanism and morality in them. The Question and Answer session went on for 45min. Some of the questions were as such, is there nepotism in administration, are adultery laws only against men, why reservation system still exists in education and competitive exams and so on. He also gave an important message to the students that don't be corrupted or don't bribe to anyone, always be honest in your work and life.

PHOTOS




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Jyoti Institute of Engg. & Technology,
Wing: HNOUBHINI - 574 225, B.K

ROSTRUM - THE SPEAKERS' CLUB 2019-2020



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