

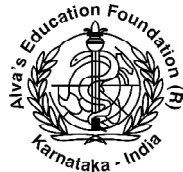


ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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

HOSTELS



ALVA'S EDUCATION FOUNDATION (R.)

MOODBIDRI - 574 227, D.K.

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

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



DETAILS OF LEAVE FROM HOSTEL

Name:

Class:

Roll No. / USN:

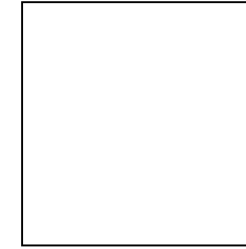
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Name :

Branch :

Section :

USN No. :

Hostel Name :

Hostel Room No. :

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AIET HOSTELS

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

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

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

SUPERVISION AND CONTROL

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

ADMISSION TO HOSTELS

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

FORMATION & REVISION OF RULES AND REGULATIONS

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

ALLOTMENT OF HOSTEL ROOMS

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

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

RUSTICATION

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

BEHAVIOUR AND DISCIPLINE

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

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

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

RAGGING

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

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

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

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

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

PUNISHABLE INGREDIENTS OF RAGGING:

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

PUNISHMENTS AGAINST RAGGING

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

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

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

HELPLINE

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

CLEANLINESS & SAFETY OF THE HOSTEL

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

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

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

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

VISITORS

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

MESS

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

General Mess timings are as follows:

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

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

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

RENTAL

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

TERMINATION OF TENANCY

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

SECURITY

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

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

EMERGENCY

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

GRIEVANCE AND SUGGESTIONS

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

PARENT / GUARDIAN & STUDENT DETAILS

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

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

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

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

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

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