

# **ALVA'S COLLEGE**

( A Unit of Alva's Education Foundation (R.) )

Sundari Ananda Alva Campus, Vidyagiri, MOODBIDRI - 574 227

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Website : [www.alvascollege.com](http://www.alvascollege.com)

**“Moulding better tomorrow through educational,  
Cultural and sports excellence”**



## **CODE OF CONDUCT FOR THE STUDENTS**

**ALVA'S EDUCATION FOUNDATION (R.)**

MOODBIDRI - 574 227.

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## Management Committee

Dr. M. Mohan Alva .....	:	Chairman
Mr. M. Ananda Alva .....	:	Member
Mr. K. Amarnath Shetty .....	:	Member
(Ex. Minister, Govt. of Karnataka)		
Mrs. Jayashree Amarnath Shetty .....	:	Member
Mr. Ravindra Shetty .....	:	Member
Mr. Vivek Alva .....	:	Member
Dr. Vinay Alva .....	:	Member

# Welcome to Alva's College

In the past 19 years, **Alva's College** has been training young men and women through formal collegiate education and preparing them for life. As a student of this college, you too get an opportunity to be trained here and develop intellectually, physically and spiritually. The college was established in 1998 by Alva's Education Foundation (R.), Moodbidri.

**Alva's Education Foundation (R.)** was founded in 1995, to realise the dream of **Dr. M. Mohan Alva**, of empowering the youth so as to build a just and equitable society. The Foundation has established a number of educational institutions in the fields of general education and professional studies.

## **VISION OF THE COLLEGE**

To produce excellence in higher education imparting the noble and the innovative thoughts converting it a platform for cultural performance and a seat of high learning and research and totally contributing to achieve self integrity and national integration.

## **MISSION**

- \* Creating physical and academic environment for quality education
- \* Providing knowledge and need based education for employability
- \* Encouraging research and scientific temperament
- \* Developing cultural and sport abilities among the students
- \* Working for the inclusion of deprived in education
- \* Promoting human values and national integration among students

## **Aims of the College:**

“Alva's College is committed to impart quality education and develop in the students good manners, habits and tastes ; to inculcate in them a high sense of duty and discipline; and above all to prepare young men and women with a sense of idealism and modern outlook for living a useful life to meet the challenges of the times.”

It must be stressed that an educational institution cannot function in vacuum, but needs to operate within the social and cultural milieu. The college endeavors to amalgamate these diverse perceptions and demands in order to generate a more relevant and significant education, that aims at intellectual, spiritual and physical development of its students.

The college encourages a co-operative outlook that recognizes the value of sharing and mutual respect that will imbibe an awareness of values within the learning experiences it provides. Life at Alva's College is a journey through education, sprinkled with a variety of academic and non academic learning.

# **RULES & REGULATIONS**

## **GENERAL**

1. The College is open to all students with requisite qualification for admission without distinction of caste or creed.
2. The admission of a candidate is made by considering the marks obtained by the candidate in the qualifying examination as well as his/her performance in the interview.
3. Admissions are made on the clear understanding that those who are admitted will fully accept the rules and regulations in force in the College or which may be framed from time to time notwithstanding that these rules are not incorporated in the University regulations or not prescribed by other Colleges.
4. Admissions to the College are made on year to year basis and students are required to apply for admission at the commencement of every academic year to continue their studies in the College.
5. Students will not be admitted to the College again for the succeeding year unless their attendance, progress and conduct during the previous year have been satisfactory.
6. Admissions made to the college are provisional subject to the approval of the University.
7. The Chairman / Principal may refuse admission to any student without giving reasons.
8. The College, though not responsible for the conduct of its students outside its premises, will take cognizance of any serious misconduct of its students committed outside its premises.
9. Attendance at Classes and examinations, progress as well as conduct of its students will be taken into consideration while recommending students for merit certificates, concessions, scholarships, free ships, higher studies and employment.
10. Educational tours and excursions are to be organized with the permission of the Chairman / Principal. The parents will be informed of the date, place of visit, route, the amount to be contributed. For all such programmes written permission of the parents is required.

- 11.No Religious festival/function is allowed to be celebrated within the college premises.
- 12.Ragging in any form, is totally prohibited in the campus / Hostels. Those who indulge in ragging or encourage it will be dismissed summarily from the College.
- 13.Classes will be held between 9.00a.m. and 4.30p.m. on Mondays through Fridays and between 9.00am and 1.00pm on Saturdays.
- 14.The first bell is given 5 minutes before the hour fixed for each session and students are required to be inside the class room awaiting the arrival of the Lecturer. At the second bell, the Lecturer enters the class and students stand in respectful silence to receive him / her.
- 15.The day shall begin with a short silent prayer to invoke God's blessings.
- 16.When the attendance is called, each student shall rise and answer to his name.
- 17.Late coming is not acceptable. However, the student may enter the class, only if permitted by the Lecturer in the exceptional cases.
- 18.Every student should possess an identity card issued by the college which should be produced whenever demanded.
- 19.All the students should wear the uniform prescribed by the College on all the working days, including College and University examination days.
- 20.Students are not permitted to bring motorized vehicles to the campus.
- 21.Attendance at the College functions, Forum meetings, Industrial visits, Project work etc. is obligatory on all students.
- 22.Students are required to live either with parents, relatives or guardians or in hostel staying as payed guest is not demanded.
23. Students are not permitted to bring mobile phones to the campus on any day or occasion.

# CONDUCT AND BEHAVIOUR

1. Students are required to maintain the highest standards of behavior and discipline both inside and outside the College.
2. They shall strictly observe the disciplinary rules framed by the College or which may be framed from time to time. Non-compliance of these rules will be dealt with by the Principal / Chairman in the manner he considers fit.
3. No student shall enter the class or leave the class without the permission of the Lecturer.
4. Every class is in charge of an Academic Advisor who keeps a close watch on the students' attendance, progress and conduct and looks after their general welfare.
5. Every student is provided with a cumulative record which should be brought to the College on all days and produced whenever demanded by any member of the staff.
6. Irregular in attendance, indifference in regard to class work, test and examinations, discourtesy towards the teacher's insubordination, obscenity in words and act, willful damage to College or Hostel property, antisocial activities etc., are liable for disciplinary action which includes expulsion from the College.
7. Attendance at the College functions, Forum meetings, College assembly etc., is obligatory to all students.
8. The College property shall be handled with care and nothing shall be done to damage it. In case of damage to any building, furniture, apparatus or any other property of the College or Hostel, the damage will be charged to the student or students known to be immediately concerned, but if the persons who cause the damage are unknown the cost of repairing it may be collected equally from the students in the Class / College or Hostel.
9. Without the permission of the Chairman / Principal, students shall not organize any activity or associate with any group not connected with the College.
10. No meetings shall be convened, no person shall be invited to address the students, no publication shall be issued & no canvassing or mobilizing the student for any particular opinion or action will be allowed without the permission of the Chairman / Principal.
11. Every student is expected to greet the staff on the occasion of meeting them in the campus.
12. Students attending gatherings and functions within the campus are expected to be neatly dressed in accordance with the rules of approved etiquette.
13. Students who do not have classes are expected to spend the time in the library or in other useful academic activities.

14. We do not wish to see our students consuming alcohol or using tobacco in any form on the College campus or coming to the campus after having consumed alcohol or used tobacco. If they do, they will be summarily dismissed.
15. Students are not allowed to take part in political agitations or join any club or society, without the permission of the Principal. They are not allowed to play in any team against the College.
16. Students are not authorized to collect donations from public for any of the College activity without the permission of the Principal.
17. The Principal has the power to rusticate any student from the College, if the student is guilty of serious misconduct or if his / her presence in the College disturbs order and discipline.

## **ATTENDANCE**

1. The College insists on punctuality and regularity in attendance.
2. A student is required to take permission of the concerned authority for leave of absence. Unforeseen absence must be justified on return before entering the class.
3. In case of absence due to illness for more than three days, Medical Certificate from the registered Medical Practitioner approved by the College must be submitted to the Academic Advisor along with the leave note. However this does not entitle a student to get attendance.
4. Attendance is taken every hour at the commencement of the class.
5. Permission from the Principal should be obtained for absence over 3 days.
6. The student's name is liable to be struck off the rolls of the College whenever one is absent from the class for over 10 days without prior permission from the Principal.
7. All students are expected to be present on the day of reopening of classes after vacations.
8. Absence for College and University examination will be viewed seriously by the college.
9. Students who are officially deputed to represent the College are entitled to get attendance, provided they give a note of deputation to the Academic Advisor signed by the staff advisor and Principal. The note should be submitted before leaving the college in a prescribed format.

# UNIVERSITY REGULATION

A Candidate shall be considered to have satisfied the requirement of attendance if he / she attends not less than 75% of the number of classes actually held in each of the subjects (in theory and practical separately) to complete the college and to be delegate to appear for University Exam.

A candidate who does not satisfy the requirements of attendance even in one subject shall not be permitted to take the whole University Examination of that semester and he / she shall repeat all the subjects of that semester in a subsequent year.

## RAGGING

**Ragging in any form is totally prohibited in the college, college campus and hostels. Students who indulge in ragging or encourage it will be dismissed summarily from the college.**

It is honorable supreme court of India order clearly stated that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institution".

## SPECIAL INSTRUCTION

**Mobile / Cell Phones are not permitted in the College campus. Parents are requested not to provide the Mobile to their ward. Please inform the ward not to bring the Mobile Phone to the College.**

If any Mobile Phone is found in the college campus, it will be seized and will not be returned to the students. More over heavy penalty will be charged as punishment.

Students are requested not to bring the Cell / Mobile Phone to the College & not to use anywhere in the college campus on any occasion.

## EXAMINATIONS

1. The College conducts examinations periodically, to assess the progress of the students. The students are advised to take up the exams seriously. These exams are considered for the internal assessment. Those who absent themselves for the examinations will have to meet the Principal, along with their parents in order to attend regular classes.
2. Internal assessment marks for the students will be based on the performance of the students in the two examinations / tests conducted during the semester, the assignments seminars and attendance. Re-Examination for the students will be conducted for those who could not appear for the college examinations on genuine and unavoidable grounds such as illness or deputed by the College for Sports and games or extracurricular activities. They must produce valid documents to that effect and pay an amount of Rs.100/- per paper.



3. Students who are absent for the examinations partly or fully will not be allowed attend further classes unless their absence is justified.
4. If the absence to the Examination is due to ill-health, a Medical Certificate from a Doctor approved by the College should be produced, in case the Principal or any member of the staff has no personal knowledge of the illness of the student.
5. A candidate shall not be admitted to the University examination unless the Principal certifies that his/her attendance and progress have been satisfactory during the year.

### **LIBRARY RULES**

1. The library is open from 8.30 a.m. to 5.00 p.m on all working days, Monday to Saturdays.
2. Each student is given 3 cards, for reference in the library and for home borrowing. an application should be made for borrowing books between 9.00 a.m. and 12.00 noon. Books will be issued to the students after 2.30 p.m. Books borrowed can be kept by the students for 15 days, after which a fine of Rs.2/- per day will be levied.
3. The student to whom the book has been issued will be held responsible for it and penalty will be levied for any damages.

### **FEE REGULATIONS**

1. The tuition fee for the year is payable generally in one installment not later than the notified date, failing which a fine of Rs. 50/- per day will be levied. However, if the fee is not paid within a week, the student's name will be struck-off from the rolls of the college.
2. A student shall pay the fees of the entire course even if he / she discontinues the course, irrespective of any reason.
3. Fees once paid will not be refunded under any circumstance.
4. Fee structure may be altered / revised at any period of time at the direction of the management.

### **UNIVERSITY EXAMINATIONS**

The University syllabus once introduced is studied only for a specific number of years. Failed / Repeater candidates should get clarification from the College / University, from time to time, in respect of such changes.

## **CERTIFICATES**

1. Students should apply for Certificates such as conduct, Transfer, bonfire etc., whenever they desire it, in a prescribed form along with the Certificate fee for each certificate.
2. The certificates will be issued only after 24 hrs of application as that time necessary to verify the records before the issue of such certificate.
3. The certificate shall be collected by the students either in person or shall be sent by post if the applications are accompanied by self addressed postal envelope.
4. A conduct Certificate is issued only when a student leaves / withdraws from the College. It will not be issued as a matter of course and has to be earned by the student by his conduct and behavior during his studentship.
5. According to University regulations, Transfer Certificate is not to be issued to the student. It has to be sent to the Principal of the College to which the student joins. Transfer Certificate is issued only when a student passes and completes the course. Once the Transfer Certificate is issued a student cannot continue in the College.
6. The Principal is not authorized to give any certificate like Course Completion Certificate, Provisional Pass Certificate etc. A provisional Pass Certificate will be issued only by the University and the student is required to directly approach the University for the same.
7. Certificate will not be handed over to unauthorized persons.
8. Certificate will be sent by registered post on payment of the necessary postage. However, the College is not responsible for loss in transit.

**Principal**

**Administrative Officer**

**Managing Trustee**