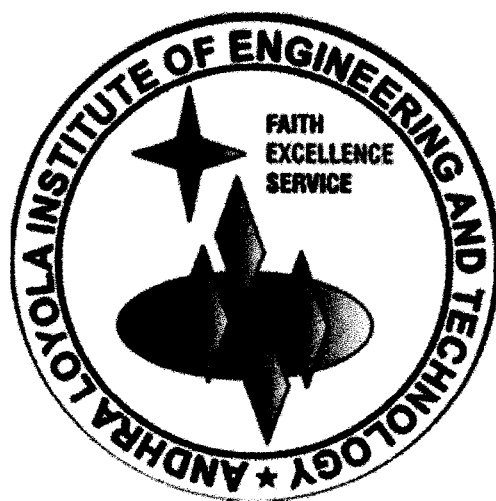


# ANDHRA LOYOLA INSTITUTE OF ENGINEERING AND TECHNOLOGY

*(Approved by AICTE & Affiliated to JNTU, Kakinada)*

NAAC ACCREDITED, An ISO 9001:2008 Certified Institution

VIJAYAWADA, ANDHRA PRADESH - 520 008



## SECRETARY & DIRECTOR

**Fr. Dr. A. Francis Xavier SJ**  
M.Sc., Ph. D.

## Asst. Director

**Rev. Fr. M. Anand SJ**  
M.Sc.,

## PRINCIPAL

**Dr. O. Mahesh**  
M. Tech., Ph. D.

## Asst. Director

**Rev. Fr. J.Chiranjivi SJ**  
M.Sc.,

College Offices	Hostels
Main Office : 0866-2498978	New Hostel (Boys): 0866-2474852
Principal : 0866-2476945	Jesuit Residence : 0866-2476329
Director : 0866-2476161	Website : <a href="http://www.aliet.ac.in">www.aliet.ac.in</a>
Asst. Director : 0866-2489466	Mail : <a href="mailto:alietbza@gmail.com">alietbza@gmail.com</a>
Fax No. : 0866-2498976	<a href="mailto:alietbza@yahoo.com">alietbza@yahoo.com</a>

2020 - 2021

## 5. DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN EXAMINATION HALL

The JNTUK university and the constitute college will take disciplinary action for malpractices improper conduct in examination halls.

	<b>Nature of Malpractices / improper conduct</b>	<b>Punishment</b>
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.

(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.

3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he
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		will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If the candidate uses objectionable, abusive or	Cancellation of the performance in that subject.

	offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	
6	If the candidate refuses to obey the orders of the Chief Superintendent/ Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester / year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

	<p>outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	
7	<p>If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of</p>

		<p>the subjects of that semester / year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
8	<p>If the candidate possesses any lethal weapon or firearm in the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester / year. The candidate is also debarred and forfeits the seat.</p>



9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester / year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.
10	If the candidate comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including

		practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester / year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester / year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	

## **6. GENERAL INFORMATION**

### **6.1 Library**

ALIET has a well-established library in an area of 504.72 sq. m. It is on the first floor of the four storey building. It is equipped with 19,741 volumes in engineering section and 4,966 volumes in MBA. section besides having 84 national and international journals and 3,537 volumes in SC Book Bank section, and other e-journals. The newly introduced barcode system in the library enables the students to make fast and efficient usage of the available books. The rules that are to be followed in the library are as follows:

1. All the students are expected to become registered members of the library.
2. Students should enter their names, roll numbers and time in the register at the time of entry and exit.
3. Books, records, any printed material and personal belongings should not be carried into the library. They should be deposited at the property counter before entering the library.
4. Each student can borrow three books at a time.
5. All students will have open access for borrowing books.
6. The borrowed books should be returned within 15 days as stamped on the due-date slip.
7. An overdue charge of Rs .5/- per book per day will be collected from the defaulter.
8. Defaulters will not be allowed to borrow books unless they clear the overdue.

9. Students are allowed neither to sub-lend the books they have borrowed nor to borrow on behalf of another.
10. While borrowing library books, students are expected to check the condition of the books. If any damage is noticed, it must be reported at the issue- counter immediately. Otherwise, the borrower will be held responsible for any damage noticed at the time of returning them.
11. If there is damage to a book, the borrower has to replace the book.
12. The loss of library books should be immediately reported to the librarian.
13. Journals will not be issued but can be read in the reading room.
14. Presentation of the identity card is compulsory for using books in the reference section.
15. The books in the reference section ought to be handled with utmost care.
16. Students are expected to leave the reference books on the table itself after use.
17. Reference books are to be used only within the Reference section.
18. Strict silence is to be observed on the premises of the library.
19. No student is allowed to stay in the library during class hours.

## **6.2 Weekly Tests**

A weekly test will be conducted during the first hour in order to encourage the students to study regularly. All the Students are expected to take these exams seriously.

## **6.3 Identity Card**

Every student will be issued an identity card which he / she must keep and carry along as long as he / she is a student of this college. Whenever he / she approaches the office / Departments on academic or administrative matters, he / she must produce his/her identity card. No request will be entertained without the production of the identity card. Along with the hall-ticket, the identity card should also be brought for taking any examination, theory or practical. The ID card should be worn around the neck always on the campus.

## **6.4 Placement**

The placement cell of the college helps facilitate the placement of eligible students in various private companies that visit our campus. This is merely an additional service rendered by the college and the management of the college neither promise nor is under any obligation to secure any specific jobs either in the private or public sectors.

## **6.5 Attendance**

Although the University prescribes a minimum of 75% of attendance, this college insists on regular attendance in all classes. Hence, no one should be absent from class except

for genuine reasons. Prior permission is to be taken if a student has a genuine reason to be absent. In the case of an unforeseen situation, a student is expected to bring a letter duly signed by the parent / guardian / warden explaining the absence of the student. Daily attendance and monthly attendance are displayed on the notice board. Students are expected to check their attendance regularly and report immediately if there is an error.

## **6.6 Notices and Circulars**

Students are expected to regularly read the notices and circulars displayed on the notice board regarding various matters such as examinations, fee payments, scholarship, extra and co-curricular activities, etc. Students will be solely responsible for their failure to follow the instructions given in the notices and circulars and to adhere to the given schedule.

## **6.7 Hostels**

There are four hostels on the Loyola campus, two of which accommodate students of ALIET. Matthaias Hostel is for girls and Raghavendra Hostel (New Hostel) is for boys. Limited seats are available in the hostel. The Director of each hostel holds the privilege to decide the eligibility of students to be admitted in the hostel.

## **6.8 Discipline (General Rules and Regulations)**

Discipline is the hallmark of Jesuit education and it is necessary to abide by certain rules and regulations in any organization for its smooth functioning. ALIET insists on the following rules to help the students grow in responsibility.

1. Students are expected to be punctual to all classes. They should be present in the class room or laboratory when the first bell is given.
2. No one is allowed to enter the class after the second bell without obtaining a LATE SLIP duly signed either by the Director / Principal / Assistant Director / HOD.
3. If a student reaches after the class begins, he/she will not be allowed to the class until the next session.
4. During class hours, students are not expected to loiter on the college campus, enter the canteen or transact any work in the college office.
5. Those who abstain from class for some genuine reason should submit a LEAVE LETTER duly signed by their parent / guardian / warden, preferably before they avail their leave or as soon as they return to attend classes. Due permission must be obtained from either the Director / Principal / Assistant Director / HOD before they attend classes.
6. In case of a medical problem, a medical certificate has to be submitted immediately after the student recovers and returns to the college.
7. Students should come to the college only in the uniform prescribed by the college. No alteration of the uniform is allowed without prior permission.
8. A student should wear his / her identity card around the neck always.
9. Boys are expected to tuck in their shirts as long as they are in the college campus.

10. Possession or usage of cell phones, cell cameras, digital cameras and any type of electrical / electronic gadgets is strictly prohibited on the campus. If found with the student, the gadgets will be confiscated and will not be returned.
11. Smoking, drinking or taking drugs on the College campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found drunk inside the campus at any time of the day or night, will be dismissed from the college.
12. Participating in any illegal strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike on the campus or within the radius of 100 mts of the premises of the Institution is strictly forbidden.
13. Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff is forbidden.
14. Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co-staff, students, visitors or others will be considered as a serious offence.
15. Holding a meeting without permission, staging or participating in demonstration, shouting, coercing others to join in group action within the premises or its immediate vicinity will not be tolerated.
16. Organizing, holding, attending or taking part in any meeting, exhibition, sticking or distributing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management is strictly forbidden.



17. No one should spoil the name of the staff or the officials or the institution or fellow students on the social network websites such as Face Book, Whatsapp, Twitter, Viber, Orkut etc. If any one does so, legal action will be taken against the culprit based on cyber laws.
18. Two-wheelers & other vehicles are allowed into the college only upto the parking area. Any student found anywhere else on the campus with the vehicle will be punished accordingly. (a) Students who have bikes should compulsorily possess a driving license. (b) Students using two-wheelers are encouraged to wear helmets (c) Rash driving, overspeeding, or moving with more than two people on a two-wheeler are prohibited.
19. Borrowing of vehicles is not allowed. The college does not take responsibility for any unfortunate accidents resulting from using other's vehicles.
20. It is highly recommended to speak only English on the campus.
21. All the boys should come to college with a daily neat shave of the beard and proper grooming of hair to create a professional outlook.
22. Damaging the property of the college, the hostel, etc., will be considered as a serious offence and any offender will be punished accordingly.
23. All the students should be present in time for any public meeting, function, seminar or workshop conducted by the college or the respective department concerned. All the students have to take active part in the programmes.

24. The campus should be kept clean and green to avoid environmental pollution which induces health hazards. Students are advised not to throw chocolate wrappers, plastic bags or any other waste material anywhere on the campus or in classrooms. Students should keep the floor and the walls clean. They should not dirty the walls by leaning against them or keeping the feet on them.
25. Students should not sit on the rails along the corridor.
26. Students should not carry food materials or plastic bags to the class rooms from the canteen. Those students who eat meals in the classroom should not throw waste food in the rooms. The waste food material should be thrown into the dustbins provided on the corridor only.
27. Drinking water taps are provided. Students are advised to use water sparingly. They should not waste drinking water by washing their face, hand, and so on. There are separate places where taps are arranged for washing purposes.
28. Toilets should be kept clean and tidy by flushing enough water in order to keep them neat.
29. Lights and fans can be used when necessary. They should be switched off while leaving the classroom, laboratory or seminar halls.
30. Classrooms should be locked before going to the labs or workshops to avoid the loss of any valuable things.
31. Students are advised not to leave their belongings in the class room while going to the Laboratory. The college does not take responsibility for loss of valuables unattended to.

## **6.9. Students' Grievance Policy**

1. To ensure a transparent mechanism for timely redressal of the student grievances, the college appointed grievance redressal committee.
2. The committee consists of faculty members from various departments. This committee deals with all kinds of students' grievances.

### **Mechanism for Submission of students' grievances:**

1. The students are provided with an E-Mail Id to post their complaints on line.
2. Students are given access to the Coordinator of the committee for oral and written complaints.
3. In addition to this, complaints can be dropped in the "Suggestion Box" provided.
4. In case of severe grievance the committee sends it to the notice of principal and Director.
5. Then a special committee is formed to look into the matter and submit the report to the principal.
6. Based on the conclusions and recommendations given by the committee appointed, the action will be taken.

### **Coordinator of Grievance Redressal Committee:**

**Mrs.V. Anantha Lakshmi**, Asst. Professor Dept. of EEE

For further queries you may please contact:

**[grievances@aliet.ac.in](mailto:grievances@aliet.ac.in)**



KAKINADA-533003, Andhra Pradesh (India)  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA  
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For Constituent Colleges and Affiliated Colleges of JNTUK  
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# Ragging

## ABSOLUTELY NO TO RAGGING

1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
2. Ragging entails heavy fines and/or imprisonment.
3. Ragging invokes suspension and dismissal from the College.
4. Outsiders are prohibited from entering the College and Hostel without permission.
5. Girl students must be in their hostel rooms by 7.00 p.m.
6. All the students must carry their Identity Cards and show them when demanded
7. The Principal and the Wardens may visit the Hostels and inspect the rooms any time.



Jawaharlal Nehru Technological University Kakinada  
For Constituent Colleges and Affiliated Colleges of JNTUK

In Case of Emergency CALL TOLL FREE NO. : 1800 - 425 - 1288

LET US MAKE JNTUK A RAGGING FREE UNIVERSITY








# Ragging

## Prohibition of Ragging in Educational Institutions Act 26 of 1997

### Salient Features

- ⇒ Ragging within or outside any educational institution is prohibited.
- ⇒ Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student

	Imprisonment upto		Fine Upto
Teasing, Embarrassing and Humiliation	 6 Months	+	Rs. 1,000/-
Assaulting or Using Criminal force or Criminal intimidation	 1 Year	+	Rs. 2,000/-
Wrongfully restraining or confining or causing hurt	 2 Years	+	Rs. 5,000/-
Causing grievous hurt, kidnapping or Abducts or rape or committing unnatural offence	 5 Years	+	Rs. 10,000/-
Causing death or abetting suicide	 10 Months	+	Rs. 50,000/-

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## 6.10 Anti-Ragging Policy:

1. Ragging and eve teasing are treated as a serious offense and are strictly prohibited on the campus. The college provides a conducive environment for the learners by keeping a close watch on the behavior of the Students.
2. Anti-Ragging committee with the representatives of faculty members from all the departments has assigned responsibilities to create congenial atmosphere on the campus.

### Mechanism Involved :

1. Anti-Ragging squads are constituted comprising of faculty members to make surprise visits to very sensitive location within the campus namely, corridors, canteen, parking lot and out gate in the morning and in the break- time (11.50 a.m-12.45 p.m)
2. The timings of the college for I B.Tech students are changed in order to avoid any kind of ragging on the campus.
3. Anti- Ragging squads supervise the students after the college ( 4.30pm) at nearby bus stops to avoid ragging
4. For an offence committed in the department or a class room and else where, the institution shall have the authority to reprimand fine or take any other suitable measure.