

SNEHACHARYA

INSTITUTE OF MANAGEMENT & TECHNOLOGY

APPROVED BY AICTE & AFFILIATED TO UNIVERSITY OF KERALA



PROSPECTUS

ONE OF THE BEST COLLEGE IN THIS COUNTRY

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1. MESSAGE FROM THE DIRECTOR

Welcome to Higher Education at Snehacharya Institute of Management & Technology. Snehacharya is recognized as one of the top colleges in the State, approved by All India Council for Technical Education and Affiliated to University of Kerala. The college is widely acclaimed for its commitment to learner- focused education with appropriate support to ensure success.

As an Associate College of Kerala University, our degree is of the highest standard to meet the rigorous requirements of the University. Our graduates have a prized degree from a world – class University.

Our academic schools are staffed by highly qualified and professional tutors; all dedicated to provide students with a superior learning experience, underpinned by exceptional levels of support. They are assisted in these regards by an experienced and friendly team of welfare advisers, able to offer the help and guidance on all aspects of student’s life. In addition, we have earned reputation for the provision of extra help for students with learning difficulties/or disabilities. We are proud to be the only Hotel Management Institute having Institutions Innovative Cell(IIC) under MHRD & AICTE with faculties as IIC Ambassadors.

This is particularly exciting time to be studying in Snehacharya. We are in the process of developing an eco- friendly campus that will result in state the - art learning and support facilities for our higher education students. We are committed to equality and provide an inclusive environment where all students, regardless of their circumstances, are given the opportunity to thrive. Our students come from a diverse range of backgrounds and experiences and when they come together they’re the richer for it.

The course and quality of teaching are paramount when choosing a University Education Institution and most students want to have great time too. The magic and fun of this loveable backwater paradise, coupled with its spectacular natural beauty makes Snehacharya the ideal place to study. As you prepare to embark on a programme of Hotel Management from the University of Kerala, we look forward to welcome you to our superb campus and playing a pivotal role in the achievement of your academic, personal and professional goals.

“Let the winds of knowledge blow in from every corner”

- Rig Veda

Best Wishes

Dr. Raju. M

2. ABOUT US

2.1 Introduction

Snehacharya Institute of Management & Technology is managed by Snehacharya Multipurpose Educational Trust established on 02/08/2002. This Institution is affiliated to University of Kerala, approved by AICTE, Govt. of India & Govt. of Kerala. Snehacharya was created with the objective of providing quality education and committed to provide need- based resource, support in a unique environment to offer rewarding career to aspiring students in Hospitality Industry. At Snehacharya, you can enjoy all the advantages of a top University Degree approved by AICTE, which is the statutory body of Government of India for the approval of colleges conducting technical courses.

Location

Snehacharya is situated in 4 acres sprawling campus at Karuvatta, with the Arabian Sea in the west and a vast network of lakes, lagoons and fresh water rivers crisscrossing it. Alappuzha is the district of immense natural beauty, the picturesque coastline; backwater country acts a panacea to the ills of present-day concrete jungles. This is an ideal place to study, with its fine blend of natural beauty and fresh air.

2.2. Vision & Mission

Vision

To make the world a better place to be, by enhancing the quality of management, tourism and hospitality through HRD and implementable solutions and, thereby, making Snehacharya Institute of Management & Technology as the ultimate benchmark.

Mission

To provide Education, Training, Research and Consultancy for continuous improvement in relevance and quality of Tourism and Hospitality and through their interfaces, in all sectors and all facets of human endeavour.

2.3Governing Body

The governing body comprise of Managing Trustees & Nominees from the Universities.

1.	Dr. Raju.M	5	Mr.Amal John
2.	Mrs.Sindhumol Appukuttan	6.	Nominees from the University
3.	MS.Riya Raju	7.	Nominees from the University
4	Mrs. Reeba Varghese	8	Mrs. Pushpa Rani R

3. WHY SNEHACHARYA SHOULD BE YOUR FIRST CHOICE?

Snehacharya creates perfect place for a peaceful learning experience. A well amalgamated mix of theory, practical and live hands on experience at the institute provides immensely to the academics of the students. In addition to imparting knowledge, the institute gives priority for developing positive attitudes, personality and communication skills of the students. Highlights of our Institute are the following:-

3.1 Academic Excellence

Snehacharya has been striving to retain the excellence in academics since its origin. As a result, the institute constantly is able to produce toppers and maximum number of successful candidates in University examinations.

3.2 Facilities

- Well- furnished classroom with Audio-Visual Aids
- Basic Training Kitchen
- Quantity Training Kitchen
- Advanced Training Kitchen
- Bakery and Confectionary Lab
- Training restaurants with mock bar
- Front office Lab
- Housekeeping Lab
- Library with Digital Facilities
- Computer lab with latest software
- Language lab
- Virtual Classes
- Personality development workshops
- Cocktail and Mocktail workshops
- Carving workshop
- Seminar Hall & Auditorium
- Placement & Counselling
- Qualified & Experienced Faculties
- Hostel Facilities & Playgrounds

Sports, Recreational & Festive Activities

- Chef Contest
- Film Shows
- Theme Based Events
- Educational Tour & Picnic
- Extra – Curricular Activities
- Youth Festival
- Sports Activities

4. ACADEMIC PROGRAMME

Bachelor Degree in Hotel Management & Catering Technology (B.H

About the Course

The Bachelor Degree in Hotel Management & Catering Technology that we offer prepares students to enter the world of hospitality as leaders and managers with a strategic approach to business. It combines management theory with hands-on hospitality courses and professional internships in leading star hotels in India or abroad. The 4year professional Honors degree course approved by AICTE & affiliated to The University of Kerala has lot of job prospects in various hospitality sectors like Star Hotels, Cruise lines, Railways, Airlines, Fast food restaurant outlets, IT sectors and many more. The demand for professional hotel management graduates is so high in the Europe, United States, and Gulf countries. The diversity of experience in Bachelor of Hotel Management course is greater than that of any other professional courses, as it has the involvement in various areas like Food production & Patisserie, Food and Beverage Service, Front Office Operation, Accommodation Operation, Sales and Marketing, Management, Accounting, Food Safety Hygiene and, Nutritional aspects etc. By understanding the ever-increasing demand for talented and creative professionals in hotel and tourism industries which accelerates the economic development of the country; AICTE, Government of Kerala and The University of Kerala have given approval for regular course in Hotel Management & Catering Technology.

Course	Duration	Eligibility	Approved intake	
B.H.M.C.T	4 years	Plus Two (General: 45%, SC/ST: 40%)	Government Quota	Management Quota
			60	60

Admission procedure

Counselling will be held from first week of June onwards for allotment of seats to candidates based on their merit and ranking in the entrance examination. Candidates called for counselling should bring their original and 2 attested copies of the following certificates.

1. Result of 10+2 (mark sheet) issued by the respective Board of Examination.
2. Proof of Age as per Secondary School Certificate.
3. Original of Secondary School Mark Sheet.
4. Transfer Certificate from the head of the institution last attended by the applicant.
5. Conduct Certificate from the head of the institution last attended by the applicant.
6. Two passport size photographs
7. Certificate of Caste, Income, Community and nativity whether necessary in the case of SC/ST, Other Backward Community (OBC) OEC, and KPCR students

Fee Structure

Fee Details		1 st Year	2 nd Year	3 rd Year	4 th Year
Tuition Fess	Government	60,000	60,000	60,000	60,000
	Management	75,000	75,000	75,000	75,000
University Fees		1900		600	
Club Fee		1100	1000	1000	
Development Fee		10,000	5,000	5,000	5,000
Uniform Fee		7000			8000
Hostel Mess Fees		4000/-per month			
Annual Hostel Rent		20,000/-per year			

Note: Above fee does not include examination fee, stationary fee and other minor charges.

Merit Scholarship and Financial Assistance

Scheduled Caste/ Scheduled Tribe candidates can avail financial assistance from the State Government.

Rules for Refund of Fees:

Refund of fee to all courses approved by AICTE, will be processed as per the norms and regulations of AICTE, communicated by Govt. of Kerala Order G.O (Rt) No.77/2019/H.Edn dated 18.01.2019 implemented in the University vide U.O Ac.A3/Refund/19/2013-14 (PF) dated 07.08.2019. The certificates and other documents in original, who cancel their admission, will be returned to them without any delay provided that there are no liabilities pending against them in the University. Refund without interest will be made only in the next financial year.

Career Opportunities

The potential for Hospitality Industry is booming in India and around the World. In India a resurgent tourism sector maintained its record of providing employment opportunities of about 22 lakhs people and this sector has posted a growth rate of about 17%. However, there is an enormous shortage of qualified professionals to manage the hospitality Industry especially Hotel Industry. Hotel Management professionals are most sought-after ones in Star Hotels, Airlines, Sales and Marketing Outlets, and Cruise Ship etc. Many International Hotels including Sheraton, Hyatt, Radisson, Meridian, and Marriott International are already established in the Indian markets and are still expanding. Tourism is also now factored as a catalyst in the further development of tourism have opened up innumerable openings; as a graduate can look forward to career opportunities as:-

- Management Trainee in Hotel and Allied Hospitality Industry
- Management positions in Hotels
- Flight Kitchens and On-Board Flight Services
- Indian Navy Hospitality Services
- Guest/Customer Relation Executive in Hotel and other Service Sectors
- Management Trainee/Executive in International and National Fast Food Chains

- Hospital and Institutional Catering
- Faculty in Hotel Management/Food Craft Institutes
- Shipping and Cruise Lines
- Marketing/Sales Executive in Hotel and other Service Sectors
- Railway Hospitality and Catering Services
- Hotel Executive in State Tourism Development Corporations
- Resort Hospitality Executive and Spa Management
- Self-employment through entrepreneurship
- Other Multinational Companies for their Hospitality Services.

Training & Placement

The institute takes pride in sharing that it has a tie up with many hotels for training and placement. The best of our students are sent for industrial training at this hotel where the standard of training is extensive with exposure in all departments with personal monitoring of the student's progress. Besides, the regular training by our expert qualified faculty, we send the students for compulsory Industrial Training for a period of 5 months to some of the best brands like Hilton, Hyatt, Marriott, Taj, Leela, Radisson, CGH Earth and many more. The institute provide assistance in placement for all eligible candidates while or after 8th semester.

Bachelor of Vocation Degree in Food Processing (B. Voc)

Course	Duration	Eligibility	Approved intake
B.Voc Food Processing	3 Years	Plus Two	60

About the Course

Bachelor of Vocation (B. Voc) is a three-year Degree program Food processing is a broad term, in itself, which includes processing, preservation, manufacturing, packaging, and canning of various food items. In the 1st, 2nd & 3rd year respectively with exit levels after each year such as Diploma /Advanced Diploma approved by All India Council for Technical Education; it is a skill enhancement program.

The curriculum of B.Voc assigned with NOS (National Occupational Standards) and qualification packs given by respective Sector Skill Councils under NSDC (National Skill Development Corporation) The curriculum covers skill components in different areas of food processing industry including baking industry, dairy industry, fruits and vegetables processing industry, meat, fish and poultry industry, alcoholic beverages and soft drink industry, spices and condiments industry, flavour industry, confectionary, quality control, Food packaging industry, food processing machinery designing and fabricating industry etc. and general component which include business management, marketing management, entrepreneurship development and project management.

Highlights

- Under the Skill India initiative by Govt of India, the multi-entry multi-exit program offers the opportunity to get trained in job-oriented courses.
- The curriculum is designed to provide training from entry-level jobs to entrepreneurship.
- The course provides vertical and horizontal mobility to fit students' interest.
- The course content is designed to equip the students with industry-specific skills via industry internship for a period of 6 months as a part of the curriculum.
- Our college has MOU's and tie-ups with major food processing industries within and outside Kerala to provide internship opportunities for the students.

Eligibility Criteria

The eligibility condition for admission to B.Voc Programme shall be 10+2 or equivalent, in any stream.

Fee Structure

Fee Details	1 st Year	2 nd Year	3 rd Year
Tuition Fee	40000	40000	40000
Development Fee	10000	10000	10000
Total	41000	41000	41000
Hostel Annual Rent	20000	20000	20000
Hostel Mess Fee Per Month	4000		

Note: Above fee does not include examination fee, stationary fee and other minor charges.

Job Prospects

At present in India, Food Processing Industry has been gaining momentum as the consumer's food industry. As per the report there are about 500 million upper and middle class consumers of processed and packaged food in the country, and another 200 million were likely to be added. 500 food parks are planned all over the country.

With aptitude to work and requisite skills one can find employment as:

- **Research Scientists:** Research scientists work towards enhancing yield, flavour, nutritive value, etc. of packaged food so that they have greater acceptance among consumers.
- **Food Technologists:** The fundamental work of food technologist is to offer techniques for preservation, conservation and processing of food items to be packaged.
- **Engineers:** for planning, designing, improving and maintaining the entire processing system of a unit.
- **Organic Chemists:** to ensure that there is proper method to convert raw materials to processed food.
- **Biochemists:** Looking after the flavour, texture, storage, quality of packaged food products
- **Analytical Chemists:** Working as quality analyst and checker, analytical chemists ensure prime quality packaging of foods and beverages.
- **Home Economists:** Ensuring congruency of the instructions on the containers and the food products contained in it is the job of home economists.
- **Managers and Accountants:** Besides technical professionals, non-technical jobs such as managers and accountants work towards the management of the processing unit and in the supervision of the production process.

Bachelor of Vocation Degree in Travel & Tourism (B. Voc)

About the Course

Course	Duration	Eligibility	Approved Intake
B.Voc in Travel & Tourism	3 Years	Plus Two	50

B. Voc. In Travel & Tourism is a three- year Degree program in Travel & Tourism which enables the candidates to learn about the key areas of Travel & Tour Operations in the Travel and Tourism industry and begin a job with a better knowledge of job requirements. This course helps a person to specialize either in Inbound or Outbound Tourism. There will be more detailed learning of the various technical and marketing aspects of Tourism industry. In the 1st, 2nd& 3rdyear respectively with exit levels after each year such as Diploma / Advanced Diploma approved by All India Council for Technical Education; it is a skill enhancement program.

The curriculum of B.Voc assigned with NOS (National Occupational Standards) and Qualification packs given by respective Sector Skill Councils under NSDC (National Skill Development Corporation).

The curriculum covers skill components in different areas of Travel & Tourism including Travel Industry, Hotel Industry and Hospitality sectors and general component which include business management, marketing management, entrepreneurship development and project management. Bachelor of Vocation (B. Voc.) Travel & Tourism is a graduate level program with the objective to provide adequate knowledge and skills related to Tourism, Travel and Hospitality Management for employment and entrepreneurship. To meet the needs of the tourism industry and the lack of skilled human resources, AICTE has started B.Voc course in the field of 'Travel & Tourism

Its objectives are:

- To promote entrepreneurship in tourism.
- To develop skilled person in field of tourism.
- To prepare tourist guide and tourist friend and hospitality managers.
- To prepare a quality and value based personality in field of tourism hospitality
- To develop a centre for cultural tourism
- To promote cultural and heritage walk for the tourist.
- To enhance language efficiency.

4.3.1 Eligibility criteria:

The eligibility condition for admission to B.Voc programme shall be 10+2 or equivalent, in any stream.

4.3.2. Job Prospects:

The travel and tourism industry, along with the related sectors contributing to it, is expected to grow in leaps and bounds in the coming years. A job in this industry can be highly exciting and adventurous and even pays well. In India, the travel industry hopes to create 46 million job opportunities by 2025. Though it was slow to take off in this country, the government's initiatives in this field are uncovering a bright future for those who want to make a career in this field.

India's potential in the field of travel and tourism is hardly close to being fulfilled. The country is a geographical anomaly, having almost all the geographical features available. According to a report published by the World Travel and Tourism Council (WTTC), India could possibly add another Rs. 8, 50,000 crores by the year 2020-just through tourism. WTTC calculated that tourism generated 8.31 lakh crore or 6.3 per cent of the nation's GDP in 2015 and supported 37.315 million jobs, which is about 8.7 per cent of its total employment. The following employment opportunities are visualised for B.Voc - Tourism and Hospitality Management.

- Tourist Assistant
- Travel Agent
- Tour Guide
- Tour & Travel Management
- Event Management
- Entrepreneurship in Tourism Industries
- Hotel Employees
- Sales & Marketing Executives
- Customer Relation Officer
- Guest Relation Executive etc.

Highlights

- The unique program is available only at **Snehacharya Institute of Management & Technology**, Karuvatta.
- Under the Skill India initiative by Govt of India, the multi-entry multi-exit program offers the opportunity to get trained in job-oriented courses.
- The curriculum is designed to provide training from entry-level jobs to entrepreneurship.
- The course provides vertical and horizontal mobility to fit students' interest.
- The course content is designed to equip the students with industry-specific skills via industry internship for a period of 6 months as a part of the curriculum.
- Our college has MOU's and tie-ups with major hotels and tourist agencies within and outside Kerala to provide internship opportunities for the students.

Eligibility Criteria

The eligibility condition for admission to B.Voc Programme shall be 10+2 or equivalent, in any stream.

Fee Structure

Fee Details	1 st Year	2 nd Year	3 rd Year
Tuition Fee	40000	40000	40000
Development fee	5000	5000	5000
Total	45000	45000	45000
Hostel Annual Rent	20000	20000	20000
Hostel Mess Fee Per Month	4000		

Note: Above fee does not include examination fee, stationary fee and other minor charges.

5. CLUBS IN CAMPUS

Chef KOK

Chef KOK is a club of young and enthusiastic chefs in the campus. Here, we provide a platform for the students to experiment more than their curriculum. **Chef KOK** Activities are:

- Vegetable & Fruit Carving
- International Cuisine Workshops
- Theme Lunch & Dinner
- Salads and Starters Workshops
- Cooking Competitions
- Best Chef of the year's Award

EI Servicio

EI Servicio is a group of students dedicated to specialize in the areas of Food & Beverage Service, being passionate and in an enthusiastic manner to sharpen their knowledge and skills. **EI Servicio** activities are:

- Cocktail and Mock-tail Workshops
- Bartending
- Theme Lunch and Dinner
- Interactive Sessions with Industry Experts
- Skill Based Training Programmes

Tourism Club, District Tourism Promotion Council, Alappuzha

Tourism Club in the college is aimed at creating proper awareness about tourism among the youth. In Snehacharya Institute the Tourism Club has been functioning from 18/04/2009 under DTPC Alappuzha and has organized several seminars such as responsible tourism, eco-tourism and also hosted District Level Tourism Club Camps.

The Bhoomitra, Environment Management Agency, Government of Kerala

The Bhoomithrasena has been launched by the government to encourage activities focusing on environment protection at the college level. It is important to protect the natural environment while taking up development activities.

Gandhian study Centre –Snehacharya has initiated Gandhian study Centre to uplift the ideas of Mahatma Gandhi through enhancement of knowledge among students. Seminars ,workshops, lectures, quiz, debates are some of the activities conducted to create interest in students

MHRD Institutions Innovation Cell – Snehacharya Institute of Management & Technology has MHRD's Innovation Cell which is basically indented to foster a culture of innovation among students. Our students are motivated to be the part of innovative movement to build new world with better ideas.

6. STUDENTS CONDUCT AND DISCIPLINARY CODE 2009

Section1: Preamble

WHERE AS the Hon'ble High Court of Kerala in R P No. 435/2003 (Sojan Francis Vs MG University 2003 (2) KLT 582) has directed all the Universities in Kerala to lay down appropriate rules and regulations to enforce discipline in the Campus which will be binding on all the students studying in the University.

WHERE AS the Governing body of the Institute at its meeting held on 4th July 2009 decided to evolve a Code of conduct for the students studying in this Institute and to implement the Judgement of the Hon'ble High Court in RP No.435/2003.NOW THEREFORE, the Governing bodies do hereby pass this code.

Section2: Title and Commencement

This code may be called as Snehacharya Institute of Management and Technology Karuvatta, Student's Conduct and Disciplinary Code 2009. The Code shall be deemed to have come into force from the date on which the Governing body resolved to implement this Conduct and Disciplinary Code.

Section 3: Objectives of the Code

Snehacharya Institute of Management and Technology, Karuvatta affirms that the sole purpose of this Institute is to develop high quality technical personnel with a sound footing on basic principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the highest ethical values as the inner strength. The establishment and maintenance of this technical Institute is to impart uninterrupted dissemination of knowledge. It is the place where both the teachers and the students are invariably dependent for the cause of maintaining order and discipline in that campus facilitating advancement of the very objective of the Institute. Rules and regulations are therefore meant to mark the contours of this needed order and discipline.

It is necessary that the Institute should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human right among its students. In order to achieve this, the student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the Institute's very objective and cherished values.

Section 4: Applicability of the Code

The Code shall be applicable to all the students admitted to the Institute and including any Academic Programme, Activity or Event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provision of the Code. It is presumed that every student from the date of his/her admission to the Institute to any Academic Programme/Activity/ Event has knowledge of this Code. All Students

coming within the above categories are required to strictly adhere to this code as a condition of their admission to the Institute and this Code would be binding on and enforceable against them or any among them.

Section 5: Responsibilities of the students

It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code
2. To behave and conduct themselves in the Institute Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
3. To follow decent and formal dressing manners.
4. To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
5. To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
6. To respect the laws of the country, human right and to conduct in a responsible and dignified manner at all times.
7. To respect the cultural and social values nurture and followed by people of this country.
8. To report any violation of this code to the functionaries under this code.

Section 6: Behaviour of the Students

1. Groups of any kind that would distort the harmony is not permitted.
2. Students are expected to spend their free time in Library/ Reading Room. They shall not loiter along the verandas or crowd in front of the office or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
3. Cigarette Smoking is banned in Snehacharya Institute of Management and Technology, Karuvatta.
4. Silence shall be maintained in the premises of the Institute.
5. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc. They may use such gadgets judiciously.
6. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
7. Students shall refrain from all activities considered as ragging which is a criminal offence.
8. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
9. Students are prohibited from indulging in anti – institutional, anti – national, anti – social, communal, immoral or political expressions and activities within the campus and hostels.
10. Politically based students and other organisations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
11. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or institute properties.

12. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
13. No one shall bring, distribute or circulate unauthorized notice, pamphlets, leaflets etc. within the Campus or hostels. The possession, distribution or exhibition of any item by any means which is per se obscene is prohibited within the campus or on any property owned/ managed by the institute.
14. No one shall exhibit any type of banners flags, boards etc. inside the campus, gates, building or on the compounds walls.
15. No students shall collect money either by request or by coercion from others within the campus or hostels.
16. The institute being a temple of learning and an exclusive academic zone, no body shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even outside.
17. Engaging in gherao, keeping under captivity or illegally confining any official of the Institute is prohibited.
18. No student shall exert undue influence on fellow students.
19. Possession or usage of weapons, explosives or anything that cause injury/ damage to the life and limb or body of any human being or property is prohibited.
20. Rash or negligent driving of vehicles in the Institute premises is prohibited.
21. No student shall enter or leave the classroom when the session is on without the permission of the teacher.
22. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
23. Any case of criminal activity or violence of law and order in the Institute Campus will be reported to the police.
24. Students shall only use the waste bins for dispensing waste materials within the Campus including Classrooms, Hostels and Offices.
25. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal- practice in connection with examinations or who in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.
26. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Section 7: Disciplinary sanctions

Any students exhibiting prohibited behaviour mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions.

1. Minor Sanctions

a) Warning or Reprimand

This is the least sanction envisaged in this Code. The student engaged in any

prohibited behaviour will be issued a warning letter.

b) Tendering Apology

The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future

2) Major Sanction

c) Debarring from Examinations

A student/ group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she they has/have joined.

d) Suspension

A student may be suspended from the Institute for violation of any of the provision of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.

e) Restitution

Restitution implies reimbursement in terms of money and or services to compensate for personal injury or loss, damage/ disfiguration to property of the institute or any property kept in the premises of the institute in any manner. The students/ group of students may be asked to compensate for the loss that has been caused to any person or property of the institute or any property kept in the premises of the institute due to be act of vandalism perpetrated by the students. The students/ group of students shall also be liable to put in their service to restore any loss or damage caused to any property and there by bringing it to its original form if it is possible.

f) Forfeiture

Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

g) Expulsion

This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for re-admission to any of the courses of this Institute.

Section 8: Functionaries under the Code

i) Director/Faculties/Wardens of Hostels.

The faculties of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Director so that Director shall have the power to impose minor sanctions as envisaged under section 7(1) of this Code. They can also recommend imposition of major sanctions as envisaged under Section 7(II) of this Code to the Director. The Faculty / Warden of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour.

Any laps on the part of a Faculty/Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Warden of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 6 of this Code.

ii) Disciplinary Committee

Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. HODs/ Faculty Advisors/ Wardens of Hostels shall report to the Disciplinary committee (students) any instances of prohibited behaviour, which is in turn, shall bring it to the notice of the Director. The Disciplinary Committee (students) shall forward the recommendation from the HODs/ Chief Wardens to impose a major section under Section 7(II) of this Code to the Director after noting Disciplinary Committee's observations. The Disciplinary Committee's (students) can also suo moto recommended action against any student/students indulging in prohibited behaviour which is brought to Disciplinary Committee's notice.

iii) Director

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(II) against the students for acts of prohibited behaviour. The Director can also entertain any appeal from any student/ students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Section 9: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Grievance Redressal Committee. The decision of the Grievance Redressal Committee will be informed to the students and if they are not happy with the decision, the students can appeal to the Ombudsman, Grievance Redressal Committee which shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The HODs/Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of the Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by the Law is likely to take place. The HODs/ Chief Warden shall in such a case give a detailed report to the Director. The Director/Deans/ HODs/ Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 11: Grievance Redressal Committee

The Institute will also set up "Grievance Redressal Committee" where the students can air their grievance. The committee shall consist of the HODs/ Chief Warden etc. till these committees are constituted, ad-hoc committees shall be formed by the Director.

Section 12: Undertaking by the Students

The students joining any academic programme of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in the Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student/students.

Section 14: Ultimate Authority

For all disciplinary matters related to student, the Director shall be the ultimate authority as provided hearing.

Section 15: Amendments to the Code

The Governing Body of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculties of the Institute through notice put on the notice boards of the Institute.

The above rules and instructions will be strictly enforced throughout the period of students in this Institution.

RAGGING**What constitutes Ragging: - ragging constitutes one or more of any of the following acts**

- a) Any conduct by any student or students whether by words spoken or written or by an act with has effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or physiological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique of such fresher or any other student.
- d) Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher.

- e) Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants for its sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other damager to health or person.
- h) Any act that affect the mental health and self- confidence of a fresher or any other student with or without intent to derive a sadist pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Monitoring mechanism in the Institution:-

Anti Ragging Committee & Squad:

Sl no	Name	Designation
1.	Mr. Amal john	HOD BHMCT
2.	Mrs.Reeni Varghese	HOD B. Voc
3.	Mrs. Pushpa Rani R	CEO Student affairs
4.	Nominee from 4 th year BHMCT	Student
5.	Nominee from 3rd year B.Voc FP	Student
6.	Nominee from 3rd year B.Voc T& T	Student

Duties of Anti- Ragging Committee: it shall be the duty of the Anti- Ragging Committee to ensure compliance with the provision of these Regulations as well as the provision of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti- Ragging Squad in prevention of ragging in the institution.

Duties of Anti- Ragging Squad: it shall be the duty of the Anti Ragging Squad to be called up on make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such place. It shall also be the duty of the Anti Ragging Squad to conduct an on- the spot enquiry in to any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to Anti – Ragging Committee for action. Provided that the Anti- Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunities to student or students accused of ragging and other witness to place before it the facts., documents and views concerning the incidence of ragging, and consideration such other relevant in formations as may be required.

Action to be taken against students for indulging and abetting ragging:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incidents of ragging First information Report (FIR) must be filed without exception by the institutional authorities by the local police authorities.
3. The Anti- Ragging Committee of the institution shall take an appropriate decision with regards to punishment or otherwise, depending on the fact of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending up on the nature and gravity of the offence as establish the possible punishment for those found guilty of ragging at the institutional level shall be any one or any combination of the following:
 - a) Cancellation of admission
 - b) Suspension from attending classes
 - c) Withholding / Withdrawing Scholarship/ Fellowship and other benefits
 - d) Debarring from appearing in any test / examination or other valuation process.
 - e) Withholding results
 - f) Debarring from representing the institution any regional, national or international meet, tournament, youth festival etc.
 - g) Suspension / expulsion from the hostel
 - h) Rustication from the institution for period ranging from 1 to 4 semesters.
 - i) Expulsion from the institution and consequent debarring from admission to any other institution.
 - j) Collective punishment: when the person 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 raggars.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- I. To the Vice- Chancellor of the University
- II. In case of an order of a University, to its chancellor

Annexure-1. UNDERTAKING BY THE STUDENTS

I do here by give the undertaking that I will fully comply with the provisions envisaged in the Snehacharya Institute of Management & Technology, Karuvatta Students Conduct and Disciplinary Code 2009 dated 04/07/2009, in its letter and spirit and I am fully aware of the disciplinary actions which can be taken against me, if I fail to comply with the provisions of this code and the rules of the Institute.

Signature:

Name & Address of the Student:

Annexure-2. ANTI RAGGING UNDERTAKING BY THE STUDENTS

1) I, _____ (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. _____ having been admitted to _____ (name of the institution) have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully Understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

Declared thisday of.....month of..... year.

Signature of Deponent:

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at..... (Place) on this the..... (Day) of..... (Month),.....(Year).

Signature of Deponent

Solemnly affirmed and signed in my presence on this the..... (Day) of..... , (Month)..... (Year) after reading the contents of this affidavit.

OATH COMMISSIONER

OUR HIGHLIGHTS

- INTERNATIONAL TRAINING & PLACEMENT
- TOPPERS IN THE UNIVERSITY
- INTERNATIONAL STANDARDS
- QUALITY INFRASTRUCTURE
- INDUSTRY LINKAGE WITH TOP BRANDS
- EXPERIENCED FACULTY



SNEHACHARYA

INSTITUTE OF MANAGEMENT & TECHNOLOGY

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