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1. CODE OF CONDUCT

BGS Institute of Technology will strictly follow the VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS. All enrolled students require to abide by the VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS.

BGS INSTITUTE OF TECHNOLOGY DISCIPLINE POLICY

As an Institution, we believe in overall academics, social and emotional progress of a student. We expect our students to behave at all times in a manner that reflects the ethos of the Institution. This being the primary motto, we in consent, presently the following disciplinary guidelines.

BGSIT believes that it is important to cultivate working environment which is conducive for all involved – students, teachers and parents. We request everyone to proactively view this document and wholeheartedly participate in ensuring its effective execution.

EXPECTATIONS FROM BGSIT STUDENTS

BEHAVIOUR

CLASSROOM/LABORATORIES

- All students are expected to be present inside the classroom on time as per schedule.
- One should maintain a polite and respectful attitude at all times. Disrespect shown to any staff will be considered breach of conduct.
- Maintaining a positive climate for learning is the responsibility of every BGSIT student. Disruptive behaviour that impedes the learning of others will necessitate immediate action against the student.
- Students are expected to be cooperative and helpful to each other. Any kind of Physical or verbal aggression will be shown zero tolerance.
- Running in the corridors is strictly discouraged in the interest of safety.

COMPLIANCE

Task completion

- BGSIT Students are required to complete the Assignments given within the stipulated time.(Homework and Assignments)
- If the task is not submitted on the specified date, the procedure for tracking non compliances will be followed.

Step1. Core staff in-charge, will inform the student to submit the following day.

Step2. Core staff in-charge will inform the core faculty and take the discussion forward with the student.

Step3. Core faculty and the visiting staff will facilitate a mail informing parents about the non-compliance issue. If compliances are not met even after sending mails to the parents, the BGSIT core staff in-charge will use his/her discretion to prevent the student from attending further classes till the task/s is/are completed with the approval of Principal.

INTERNAL ASSESSMENT

- Besides academics, classroom behaviour, attitude and compliance will be used as parameters for assessing each student & the same would be reflected in the internal marks.
- Students should carry all the essential writing materials/stationery during internal Assignment Test/Examinations.
- Mobile phones are not allowed during the Internal Assignment Test/Examinations.
- All three internals are compulsory and average of all three internals will be considered for the final internals marks, unless specified otherwise, by the concerned faculty.
- Assignments as specified by the faculty members must be submitted within the time scheduled by the University.

PUNCTUALITY

- BGSIT Students presence in college is compulsory for the overall progress. 85% attendance for examinations compulsory for each BGSIT student to get registered for exam as per VTU norms.
- The student must notify the faculty and Principal with appropriate documents such as Medical Certificate by an authorized Doctor or other relevant documents to be considered for leave on the medical grounds or take prior permission for other occasions.
- It is mandatory for every student to wear ID card in BGSIT premises. If it is lost, a duplicate card should be procured with a request letter and fine prescribed by the authorities.

DRESSCODE:

- It is mandatory for all students to wear uniform which brings unity and eliminates discrimination inside the Institutional Premises, failing which the students will be barred from the campus.

ADHERENCE

- BGSIT institution does not take responsibility for the loss of any valuables like mobile phones, personal camera, I-pods, laptops, external memory gadgets, gold chains, rings or any other material.
- Any misconduct in the BGSIT bus journey such as, use of inappropriate language, inappropriate behaviour that causes inconvenience to others, throwing things outside the bus, comments to passer-by, will call for action against the concerned student.
- The staff travelling in the bus or the bus attendees would address the issue and report the same to the Principal.
- Students shall be punctual and regular in attending classes. A student is a flag-bearer of the college and is expected to conduct himself/herself in an exemplary manner both inside and outside the campus.
- Inattentiveness, during class, discourtesy towards any member of the staff, improper attire or any improper act will be liable for action.
- Absence without prior permission from class Tests/Examinations shall be considered an act of indiscipline. Leave of absence can be granted by the Principal. Applications should be made, in writing, well before the date of the test/class.
- Littering, treading on lawn, defacing or damaging any property is punishable.
- Students are forbidden from organizing or attending any meeting in the Institution Premises without prior permission. Circulation or distribution of any handbills, notice etc., without prior permission is prohibited. They are also prohibited from indulging in business activities/ monetary transaction in the premises.
- Indulging in Ragging in any form inside /outside the campus or in hostels is strictly prohibited. Non adherence may result in rustication. As per Supreme Court directive Ragging is cognizable offence punishable under IPC and police case will be registered against the offenders. The college authorities will not take any responsibility of any student, booked by law-enforcing authorities in case of ragging.
- Eve-teasing/any form of sexual harassment inside campus / outside the campus or hostels etc would result in rustication from the college.
- Students are requested to report any form of Ragging/ Sexual harassment activities to the committee as it is a punishable criminal offence, college authorities are abide by law.

- Use of cell phone is strictly prohibited in the college premises. If a student is found using the cell phones, the cell phone will be confiscated.
- Any act of indiscipline would be strictly dealt with in cases, may entail removal of the students from the rolls of the college. In all such matters, the decision of the Principal shall be final.
- Students are expected to maintain decorum at all the times within the college campus. They should maintain silence in the corridor and class room vicinity.
- Use of unfair means during examination will automatically disqualify the student from the examination and it may result in the student being expelled from the college.
- In case of any problem, a student is advised to first meet his/her faculty advisor (Proctor) and then the Head of Department. If even after meeting these two authorities, the student is still not able to resolve the issue, he/she can approach the Principal.
- Grievance redressal committee is formed to prevent unfair treatment among students especially during inside and outside college premises and hostel.
- SC/ST Committee – It takes care welfare of SC/ST students of their academics, scholarships, personality development etc.
- Each student is assigned a proctor who would address any kind of grievance they have- academic or personal.
- Parents are required to discuss their issues /concerns with proctors before approaching the next level.
- Anyone found violating any of these Rules and Regulations will be subjected to disciplinary action.
- Principal is free to change/amend/or add rules and regulations and in all cases, the decision of the PRINCIPAL is final and binding.
- Any damage to college property will be severely dealt with by the Principal.

2. Core Values

- Students are the primary reason why we exist as an institution.
- We live integrity, civility and honesty.
- We relentlessly pursue excellence.
- We embrace diversity and inclusion.
- Creativity, inquiry and scholarship are our culture.

||Jai Sri Gurudev||

Sri Adichunchanagiri Shikshana Trust (R.)

BGS Institute of Technology, BG Nagara

CODE OF ETHICS FOR FACULTY MEMBERS

Introduction:

Engineers serve all members of the community in enhancing their welfare, health and safety by a creative process utilizing the engineers' knowledge, expertise and experience.

- In view of globalization, concern for the environment and the concept of sustainable development, it has been felt that the prevailing “Code of Ethics for BGSIT Faculty Members” needs review and revision in letter and spirit.
- The Code of Ethics is based on broad principles of truth, honesty, justice, trustworthiness, respect and safeguard of human life and welfare, competence and accountability which constitutes the moral values every BGSIT Member of the Institution must recognize, uphold and abide by.
- This “Code of Ethics for BGSIT Faculty Members” shall be in force till the same is revised by a decision of the Institution.

Code of Ethics for BGSIT Faculty Members:

Preamble:

The BGSIT Faculty Members are committed to promote and practice the profession of engineering for the common good of the community bearing in mind the following concerns:

- Concern for ethical standard;
- Concern for social justice, social order and human rights;
- Concern for protection of the environment;
- Concern for sustainable development;
- Public safety and tranquility.

The Tenets of the Code of Ethics:

- A BGSIT Member shall utilize his knowledge and expertise for the welfare, health and safety of the community without any discrimination for sectional or private interests.
- A BGSIT Member shall maintain the honor, integrity and dignity in all his professional actions to be worthy of the trust of the community and the profession.
- A BGSIT Member shall act only in the domains of his competence and with diligence, care, sincerity and honesty.

- A BGSIT Member shall apply his knowledge and expertise in the interest of his employer or the student for whom he shall work without compromising with other obligations to these Tenets.
- A BGSIT Faculty Member shall not falsify or misrepresent his own or his associates' qualifications, experience, etc.
- A BGSIT Faculty Member, wherever necessary and relevant, shall take all reasonable steps to inform himself, his employer or clients, of the environmental, economic, social and other possible consequences, which may arise out of his actions.
- A BGSIT Faculty Member shall maintain utmost honesty and fairness in making statements or giving witness and shall do so on the basis of adequate knowledge.
- A BGSIT Faculty Member shall not directly or indirectly injure the professional reputation of another member.
- A BGSIT Faculty Member shall reject any kind of offer that may involve unfair practice or may cause avoidable damage to the ecosystem.
- A BGSIT Faculty Member shall be concerned about and shall act in the best of his abilities for maintenance of sustainability of the process of development.
- A BGSIT Faculty Member shall not act in any manner which may injure the reputation of the Institution or which may cause any damage to the Institution financially or otherwise.

General Guidance:

The Tenets of the Code of Ethics are based on the recognition that –

- The BGSIT Faculty Members should indicate the member's highest regard for equality of opportunity, social justice and fairness;
- The BGSIT Faculty Members of the Institution hold a privileged position in the community so as to make it a necessity for their not using the position for personal and sectional interests.

And, as such, a BGSIT Faculty Members –

- should keep his employer or student fully informed on all matters in respect of his assignment which are likely to lead to a conflict of interest or when, in his judgment, a project will not be viable on the basis of commercial, technical, environmental or any other risks;
- should maintain confidentiality of any information with utmost sincerity unless expressly permitted to disclose such information or unless such permission, if withheld, may adversely affect the welfare, health and safety of the community;

CONSTITUTION OF INDIA, PROFESSIONAL ETHICS & HUMAN RIGHTS

Subject Code	15CPH18/15CPH28	IA Marks	10
Number of Lecture Hours/Week	02	Exam Marks	40
Total Number of Lecture Hours	25	Exam Hours	02

Course objectives:

1. To provide basic information about Indian constitution.
2. To identify individual role and ethical responsibility towards society.
3. To understand human rights and its implications

Module 1

Introduction to the Constitution of India, The Making of the Constitution and Salient features of the Constitution. **2 Hours**

Preamble to the Indian Constitution Fundamental Rights & its limitations. **3 Hours**

Module 2

Directive Principles of State Policy & Relevance of Directive Principles State Policy Fundamental Duties. **2 Hours**

Union Executives – President, Prime Minister Parliament Supreme Court of India. **3 Hours**

Module 3

State Executives – Governor Chief Minister, State Legislature High Court of State. **2 Hours**

Electoral Process in India, Amendment Procedures, 42nd, 44th, 74th, 76th, 86th & 91st Amendments. **3 Hours**

Module 4

Special Provision for SC & ST Special Provision for Women, Children & Backward Classes Emergency Provisions. Human Rights – Meaning and Definitions, Legislation Specific Themes in

Human Rights- Working of National Human Rights Commission in India **3 Hours**

Powers and functions of Municipalities, Panchayats and Co - Operative Societies. **2 Hours**

Module 5

Scope & Aims of Engineering Ethics, Responsibility of Engineers Impediments to Responsibility. 2 Hours Risks, Safety and liability of Engineers, Honesty, Integrity & Reliability in Engineering.

3 Hours

Course outcomes:

After study of the course, the students are able to

- Have general knowledge and legal literacy and thereby to take up competitive examinations
- Understand state and central policies, fundamental duties
- Understand Electoral Process, special provisions
- Understand powers and functions of Municipalities, Panchayats and Co-operative Societies, and
- Understand Engineering ethics and responsibilities of Engineers.
- Have an awareness about basic human rights in India

Text Books:

1. Durga Das Basu: **“Introduction to the Constitution on India”**, (Students Edn.) Prentice – Hall EEE, 19th / 20th Edn. 2001
2. Charles E. Haries, Michael S Pritchard and Michael J. Robins **“Engineering Ethics”** Thompson Asia, 2003-08-05.

Reference Books:

1. M.V.Pylee, “An Introduction to Constitution of India”, Vikas Publishing, 2002.
2. M.Govindarajan, S.Natarajan, V.S.Senthilkumar, **“Engineering Ethics”**, Prentice –Hall of India Pvt. Ltd. New Delhi, 2004
3. Brij Kishore Sharma, **“Introduction to the Constitution of India”** , PHI Learning Pvt. Ltd., New Delhi, 2011.
4. Latest Publications of Indian Institute of Human Rights, New Delhi.

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||Jai Sri Gurudev||
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BGS Institute of Technology, BG Nagara

5. Code of Ethics To Check Malpractices and Plagiarism in Research

College has procured licensed version of “Turnitin” software for plagiarism check. All MTech., MBA & PhD thesis are scrutinized using this software. Only after satisfying the university norms, the plagiarism checked thesis will be forwarded to the University for Further processing for evaluation. If any malpractice of misconduct is found, action will be taken as per the guidelines. In addition to this, university has framed guidelines for controlling the malpractices in research work and the scholars will adhere to the same.