

|| JAI SRI GURUDEV ||



THE STAFF HANDBOOK



BGS Institute of Technology

BG Nagara - 571448

Preface

BGS Institute of Technology (BGSIT), BG Nagar was established in 2005, The campus with 21 acres of land is unique in nature and located within a lush green environment. It is situated on Bengaluru-Hassan-Mangaluru National Highway (NH-75) (Alight: Bellur Cross, BG Nagar) and equidistant of 80 kilometers from Bengaluru, Mysuru, Mandya, Hassan and Tumkur. Fresh oxygen rich air point of great attraction. BGSIT is approved by all Council for Technical Education, New Delhi; affiliated by Visveswaraya Technological University, Belagavi, and recognized by Government of Karnataka. It has the unique distinction of having learned faculty for teaching in respective disciplines. The dynamic and committed faculty and staff ensure high standards of learning and embedding social and ethical values.

Vision

BGSIT is committed to the cause of creating tomorrow's engineers by providing quality education and inculcating ethical values.

Mission

- Imparting quality technical education by nurturing a conducive learning environment.
- Offering professional training to meet industry requirements.
- Providing education with a moral - cultural base and spiritual touch.


Dr. Narendra B K

Principal
Principal

B.G.S. Institute of Technology

B.G. Nagara - 571 448

Nagamangala Tq, Mandya Dist

Chapter 1

THE INSTITUTION

The Core values

1. Encourage learning and leadership
2. Discipline, Diligence and Perseverance
3. Integrity with Accountability and ethics
4. Social Responsibility for the furtherance of society
5. Cultural Affinity.

The Faculty

Under the guidance of Dr. Narendra B K, BE, M.Tech, Ph.D., the Principal of the institute, the faculty and staff are committed to nurturing a new generation of students who would be the forerunners in the process of Technical advancement, by adhering to all quality assurance requirements as deemed necessary by the accrediting agencies.

The Staff Handbook

This constitutes the written collection and summary of policies, procedures, and rules and regulations, as well as behavioral norms that are to be upheld by the staff of the institute, in the context of the institute that encompasses the code of conduct.

Essentially, the purpose of the Staff Handbook is to define and elaborate professional and ethical values along with the principles relevant to the progress of the institute.

Chapter 2

DUTIES, ROLES AND RESPONSIBILITIES

Objective: To ensure an ambiance of professional culture, that is respectful of human dignity, and while facilitating its proliferation to the student community.

Preamble: Faculty Members of the institute are to follow the rules and regulations as presented in this “Staff Handbook”. Any deviation from the stated rules and regulations shall invite disciplinary actions as per the BGSIT employee service rules.

2.1 General Duties and Responsibilities

1. All teaching and non-teaching faculty shall adhere to the hierarchy established at the institute. All official correspondences shall strictly follow this hierarchy. Not holding the established hierarchy is deemed as gross insubordination.
2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from 9.00am to 4.30p.m.
3. All members of the staff shall be at their workplace (offices, classrooms, labs, staffroom, etc.) at least 10 minutes before the commencement of classes and should leave the college no earlier than 10 minutes after the end of the last hour.
4. All members of staff are expected to present themselves in decent attire.
5. Staff members shall compulsorily wear College ID while on the College premises.

6. Faculty and staff shall communicate with each other and with students preferably in the medium of communication of the Programme i.e. English.
7. Faculty shall ensure that discipline is maintained in the classroom, labs, and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Principal.
8. Staff members shall neither use mobile phones in the corridors of the premises nor during their instructional hours. However, they may use them in their cabins/rooms.

2.2 The Job Description

2.2.1 In General

1. The workload of all the staff is as per the AICTE norms. The workload of the faculty should not be less than 36 hours a week, of which teaching-contact hours should be at least as per AICTE norms:

Table 2.1 Minimum Academic Workload Requirement

S/L	Designation	Min. Hours/ week	Min. Units/ Week
1	Principal	4	8
2	Dean / Professor	8	16
3	Associate Professor	12	24
4	Assistant Professor / Lecturer	16	32

For the above stipulations, two tutorial hours / two

laboratory / Drawing hours will be counted as one teaching hour. An hour/week = 2 units/week. The work plan of teachers shall ensure, in the most productive manner, the utilization of the stipulated working hours per week, concerning the roles, jobs, and targets assigned to them by the heads of the departments.

2. The Faculty Member must strive to prepare himself / herself academically to meet all the challenges and requirements using the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself / herself actively with such extra-curricular activities which he/she is interested in or assigned to him/her from time to time.
3. Faculty Members are expected to update their knowledge by attending seminars/ workshops/ conferences, after obtaining necessary permission from the Concerned Authority and up on completion of such attendance/participation shall submit a report of the same to the concerned authority for claiming financial incentives. Faculty are expected to participate in such events at least once a semester.
4. Faculty members are encouraged to engage in constructive discussion amongst peers and shall withhold from propagating negative agendas that potentiate the decline of the image of the institute.

2.2.2 In the Department

1. The Faculty Member should always first bring to the notice of the HOD and keep the HOD in confidence about the member's own professional and personal well-

being.

2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by the HOD/Principal Academic, co-curricular, or extracurricular activities.
4. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance, and with proper alternate arrangements made for class/lab/invigilation then apply for the leave.
5. The Faculty Member shall present himself/herself to the office in decent attire.
6. The faculty member shall function impartially in dealing with students alike.
7. The faculty member shall communicate any mishaps in the class/labs/tutorials/Office space/Institute's premises to the HoD/ Principal. Faculty themselves shall neither act nor take decisions individually.
8. The faculty member shall carry out the administrative works of the department given by the HOD concerned.

2.2.3 In Class Room

1. The faculty member should get the lesson plan and course file-approved by the HOD and the Principal one week before the commencement of the semester.
2. The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout the semester academic year for a particular subject. The course file consists of a preface, previous year university question papers, notes,

handouts, PPT, pedagogical methods to be used, test/exam question papers, three model answer scripts for each test/exam(top, middle, and bottom), assignment plan, topics and copy of the assignment, feedback analysis report, etc.

3. The teaching faculty has to get their course file verified by their HOD at least once a month. The teaching faculty must submit the course file to the concerned HOD before the end of the semester.
4. The faculty member should engage the complete duration of the class and should not leave the class early. The early exit of the faculty member from the allotted session invites disciplinary proceedings.
5. The faculty member shall check the attendance for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial, and for every hour, attendance should be marked cumulatively in the attendance register and ERP software (DHI).
6. The faculty member should interact with the mentor and inform him/her about habitual absenteeism, academically weak students, objectionable behavior, etc.
7. The faculty member may make use of suitable teaching aids wherever necessary, as well as deploy various pedagogical methods to enhance the efficacy of learning. The Faculty Member should encourage students to ask doubts/questions.
8. The faculty member should take care of academically weak students and pay special attention to their needs by holding special classes.
9. In computational subjects, regular tutorials have to be conducted. The Tutorial exercise problems have to be handed over to the students at least a week in advance of the actual class.

10. The faculty member shall give all possible question paper patterns of each unit to the students.
11. The faculty shall exercise the utmost discernment in cases of students misbehaving during class hours. Sending any student out of the class is prohibited.
12. The faculty members are expected to keep themselves abreast of the latest advancements in science and technology.
 - a) The faculty Member should motivate the students and bring out the element of creativity/originality in students.

2.2.4 In the Laboratory

1. The faculty shall be present in the respective laboratory for the entire duration of the session as per the schedule.
2. The faculty member handling laboratory class must perform the experiments personally before the commencement of the semester, be satisfied with the results and if otherwise report the issues to the laboratory in charge.
3. The demonstration of all the experiments must mandatorily be given by the faculty and the role of the laboratory instructor must strictly be limited to the extent of overseeing the hassle-free conduction of the lab session.
4. Whenever possible, additional experiments to clarify or enlighten the students must be given by the faculty.
5. The Laboratory Observations/records must be corrected there and then or at least by the time the next class is handled by the faculty.

6. Faculty shall ensure that the students submit the required written records before proceeding to the required written records before proceeding to the next experiment/laboratory work.
7. Faculty shall provide clear instructions to the students for ensuring the diligent functioning of the laboratory.
8. Faculty must Sign in the manual/observation book at the end of each practical class.
9. To prevent untoward events, faculty members are advised to take the following action.
 - a) Before starting the practical's/projects, students shall be asked to check the PCs/equipment etc and report immediately in case of any missing items/irregularity to the laboratory In-Charge.
 - b) As far as possible, allot the same PC to the same individual/same group of students.
 - c) Students shall be permitted to keep the bags in the specified storage are as in the laboratories.
 - d) In the case of any missing/damaged item, the matter shall be reported immediately to the Head of the department through the respective Teaching Faculty Laboratory In-Charge.

2.3 Aspects of Student- Faculty Rapport

1. The Faculty Member should act with tact, and deal with insubordination by students in a mature manner.
2. The Faculty Member should be strict but not harsh, and seldom use harsh words that could affect the morale of students.

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build rapport with students and parents.

2.4 Duties and Responsibilities of Mentors

1. Mentors must ensure that every student is well supported to fulfill his/her learning potential.
2. Mentors must monitor the progress and quality of students, appraise them and consult their parents.
3. Mentors must encourage the students to learn beyond the contents of the syllabus contents.
4. Mentors must give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave, etc.
5. Mentors must keep track of students' attendance and ascertain whether any correlation exists between their attendance and performance and if so, mention to what degree.
6. Mentors must address students' queries.
7. Mentors must establish and maintain good rapport with parents of their mentees, and keep them informed of the academic performance their ward.
8. Mentors must lead an effective induction program and value-added courses for students in consultation with HOD.
9. Mentors must manage the production and dissemination of reports of students to parents, College Management, the University, Accreditation agencies, AICTE and other governing bodies from time to time
10. Mentors must accurately maintain records of student activities in various events.
11. Mentors must ensure that respective mentees are attending classes regularly and coming to the college on time dressed in proper uniform and with their ID cards.
12. Mentors must encourage the students to participate in

curricular/co-curricular/extra-curricular competitions/events conducted outside the college.

13. Mentors must collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions for them in consultation with the HOD.
 14. Mentors must update data regarding students' achievements in academics, sports, extracurricular activities, etc. .Emphasis must always be given to oversee the progress and prosperity of the students. Weakness, if any, shall not be highlighted but attempts must be made to facilitate overcoming the same.
 15. Carryout any other duty the HOD/Principal may assign.
- Laboratory and workshop Objective: To help students Analyze Evaluate & create themselves through experiments/programs/through hands-on, what they are learning in the classroom.

2.5 Duties and Responsibilities of the Laboratory Personnel

The Duties and Responsibilities of the Laboratory personnel comprising the Teaching Faculty Laboratory In-charge Foreman, Instructors/Asst.Instructors /Mechanics and Laboratory Assistants Areas Mentioned Below.

2.5.1 Teaching Faculty Laboratory In-Charge

1. He/she is responsible for the allotted laboratory in all aspects.
2. He/she must oversee the maintenance of the stock register, consumable registers, and log book.
3. He/she must oversee and ensure that the infrastructure and resource availability in the laboratory are adequate

along with their upkeep so that each batch is provided with ample opportunities to complete the practical's satisfactorily.

4. He/she shall forecast the future requirements of laboratory materials before the commencement of the academic year and submit the same to the Foreman or the HoD as the case may be.
5. He/she shall facilitate the dissemination of all relevant information in the display area of the laboratory and ensure its correctness.
6. He/she shall oversee the readiness of the laboratory for oral and practical examinations.
7. He/she shall hold those responsible for any breakage/loss etc ,and facilitate recovering the loss in consultation with the HooD.
8. He/she shall also carry out any other duty the HOD/Principal/ Authority may assign.

2.5.2 Duties and Responsibilities of Foreman

1. He/she is responsible for overseeing the effective function in all the laboratories of the department.
2. He/she shall be the custodian for the department stock register and ensure that it is up-to-date.
3. He/she shall be the custodian of the copies of the purchase order of all purchases for all labs (segregated lab wise) and forecast the future requirements and then submit the same to the HoD and upon receipt of the items, shall enter the details in department stock register and distribute them as per the directions of the HoD.
4. He/she shall arrange for the periodical verification of stock of the department by coordinating with the concerned.

5. He/she shall ensure the preparedness of all the laboratories for the conduct of regular sessions as well for the semester-end examination.
6. He/she shall also carry out any other duty that the HOD/Principal May Assign.

2.5.3 Duties and responsibilities of instructor / assist Instructor and Mechanics

1. He/she shall report to the foreman and in turn to the HoD.
2. He/she shall report to the faculty in charge of the allotted laboratory and seek his/her directions.
 - a) He/she shall maintain the stock register consumable registers, and logbook and submit the same to the faculty in charge and when needed.
 - b) He/she shall maintain documents of periodical maintenance and calibration of machines/ equipment and submit the same to the faculty in charge as and when demanded.
 - c) He/she shall maintain a schedule of preventative maintenance for all equipment and keep adequate manuals and maintenance logs for equipment and parts.
 - d) He/she shall assist in the development of the laboratory and oversee operational conditions and maintenance of laboratory equipment.
 - e) He/she shall receive, install and maintain laboratory equipment supplies.
 - f) He/she shall maintain consumable materials stores and ensure adequate inventory levels for supplies.
 - g) He/she shall maintain systems and procedures to track borrowed equipment tools.
 - h) He/she shall observe and reinforce safety and

housekeeping procedures and the required/mandatory protocol within the laboratory.

3. He/she shall assist the teaching faculty assigned to various batches as per the schedule in the conduct of practical sessions.
 - a) He/she shall support students and faculty in using machines tools and equipment within the laboratory
 - b) He/she shall support faculty and students in there sourcing and implementation phases of student projects as required
 - c) He/she shall provide teaching assistance to the engineering technology faculty during the workshop and laboratory sessions.
 - d) He/she shall perform teaching duties as required.
 - e) He/she shall demonstrate the use of machines, tools, and equipment within the laboratory.
 - f) He/she shall assist staff and students in the purchasing procedures concerning equipment and parts for student projects.
4. He/she shall also carry out any other duty the HOD/Principal May Assign.

2.5.4 Duties and Responsibilities of Lab assistant

1. He/shall assist the Instructors/Assistant Instructors/Mechanics and in turn, the faculty in charge and the faculty of the allotted session as the case may be for the smooth functioning of the laboratories.
2. He/she shall be available for the maintenance and care of resources/services of the institute.
3. He/she in coordination with the respective faculty incharge and the faculty of the allotted session shall report matters like maintenance/ repair/ breakdown, any

untoward events, damage, etc. within the respective laboratory to the HoD through the established functional hierarchy.

4. He/she shall assist the personnel in maintaining the cleanliness of the laboratory, dissemination relevant information, etc as required.
5. He/she shall also carry out any other duty that the HOD /PRO /Principal may assign.

2.5.5 Actions to prevent Cases of Untoward Events

The laboratory In-charge (Technical and Teaching) shall take the following:

1. Laboratory In-charge and Lab Assistants are to report the matter in writing immediately to the HOD through the faculty in charge as soon as they come to know about the missing/damaged item in their laboratory. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action to compensate for the loss as well as prevent recurrence of the same.
 - a) If the students are responsible for the loss/missing item, then an amount equal to twice the cost of the item shall be levied as a fine from the concerned students. Students shall not be allowed to purchase and bring the item as compensation for the loss/missing item on their own.
2. Laboratory personnel in turn shall note down the missing items in the respective laboratory Register.

2.6 Guidelines/Instructions to the Invigilators

1. Appointment of invigilators for theory examinations

shall be made 7 working days before the commencement of the examination.

2. The faculty members must accept the appointment as invigilator.
3. The examination coordinator shall make arrangements to hand over the required material to the invigilators, at least 30 minutes before the start of the examination.
4. Invigilators shall be appointed centrally among the faculty of all departments. Depending on the need and availability, the Coordinator of Examination may change the number of staff for the conducting of the examination.
5. The invigilators shall enter the examination hall at least 15minutes before the start of the examination. The invigilator shall abide by the instructions of the university.

He/She Shall Additionally:-

- a) Ask the students to keep their Books, notebooks and her written materials at the front of the hall / outside the hall. Enter correct seat numbers; use only black ink for writing.
- b) Check whether the students have occupied their seats as per a seating arrangement.
- c) Distribute answer books to the students present in the hall at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books such as session, subject name and code, USN name signature of the candidate, check its correctness and endorse the answer booklet.
- d) Distribute the question papers to the students at the

beginning of the examination.

- e) Check the identity cards of the students and sign on their answer books, if details correct,
- f) Take the signature of students on the attendance proforma, mark “AB” for the absent students and maintain the attendance record of his/her examination hall.
- g) Distribute the supplements, graph papers to the students as and when demanded by the students, and maintain the record of supplements issued in the given proforma.
- h) Maintain general discipline in the classroom by moving around in the examination hall and prevent any malpractices or any attempt at copying by the students.
- i) Report cases of misbehavior, indiscipline, malpractices and of copying cases by students to the Chief Superintendent for further necessary action,
- j) Give warning to the students to tie their supplements 10 minutes before the end of the examination.
- k) Collect the answer books from the students at the end of the examination and arrange them sequentially as per the USN of students separately for each course.
- l) Hand over the answer books to the Exam cell.

2.6.1 Procedure for Reporting of Malpractice

1. When a case of malpractice is detected at an examination hall by any Invigilator/Teacher/Squad member he/she shall immediately seize all such documents and materials concerned which are suspected to be the evidence of the malpractice and detain the candidate and send intimation to the exam in charge(s) along with a written report by the invigilator of that particular examination hall along with a written statement from the candidate.

2. If the candidate refuses to hand over the incriminating material or destroys or runs away with the material, the facts shall be brought to the notice of the Principal, and the matter may be recorded and duly witnessed by a member of the supervisory staff.
3. If the candidate refuses to give a written statement, the candidate shall be asked to record in writing the reason for his refusal to give a written statement. If he refuses to do even that, the facts shall be recorded and signed by anyone Squad member/examiner Charge Witnessed By The Invigilator.

Objective: Assessment is expected to be a process of thorough checking and correcting of the deficiencies or mistakes; to also ensure improvements in academic performance and hence not be considered a tool to be used for judging/penalizing.

2.7 Guidelines/Instructions for evaluation of Internal Assessment

1. It shall be mandatory for faculty to assess the answer books of his/her course or answer books of other courses as instructed by the Principal/HOD, within the stipulated time.
2. All the assessments of course shall be done by the concerned faculty.
3. Collect a bundle of answer books from the IA coordinator; take a count of all the answer books in the bundle. If any difference in the number of answer books found, the faculty shall get it clarified immediately from the coordinator.
4. Respective Course Facilitator Shall Prepare schemes and solutions (Rubrics), and get them verified by the evaluation committee before the conduction of the

- respective IA. The same shall be displayed in the department notice board immediately upon completion of IA.
5. Award step-wise marks for each answer as per Course out comes by highlighting the corrections in the answer booklet wherever required.
 6. Write The Total Marks In Double Digits (e.g.01,02, 12,etc) in the space provided on the front page of the answer book.
 7. The assessed answer books shall be moderated by the evaluation committee. “Moderation” shall include checking for un-assessed answers, totaling of marks, and transfer of marks to the main page, blank pages scratched, etc. In case of any corrections, it shall be brought to the notice of the concerned faculty. The faculty shall do the required correction and then enter the marks.
 8. The Concerned Course faculty/Coordinator shall prepare and display the marks of internal examination of the respective course, as per the academic calendar. He/ She shall allow the students to see the evaluated answer books of IAs.
 9. All assessed answer books shall be preserved until communicated otherwise.
 10. The concerned Faculty shall display the marks of the Internal Assessment of the Lab Course to the students at the end of each semester.

Chapter 3

ETIQUETTE AND CODE OF ETHICS

3.1 Etiquette

These are the corroboration of formal requirements and governing behavior institutes.

3.1.1 Office Etiquette

1. Be Friendly But Don't give away too Much personal information: When entering the office each morning, it's normal to greet your co-workers.
2. Be considerate: When working in an open-office environment, act respectfully. It's best to address problems and concerns diplomatically before they escalate.
3. Think before you speak: When you're at the office, you need to filter your speech. There may be times when you're confronted with conflict, so be prepared and keep a level head so the issue doesn't escalate.
4. If you are ill, stay home, don't come to work during sickness: When you have a contagious virus, it's rude to take it to the office. Not only will you get less work done, but are also spreading your germs, and that can make other people miserable.
5. Shun noise and Distractions: Noisy conversations either between workers or on the telephone or habits such as tapping on the desk, fidgeting, or getting up and down are often concrete annoying distractions to those trying to concentrate.
6. Respect Others Need To Work: Just Because They're

- Sitting Nearby doesn't mean that they are available for conversation at all times. Converse if and when necessary after politely enquiring if they can spare time to converse.
7. Respect Others Space: Just because another's workspace is within reach of your desk doesn't make it a common domain. Treat each person's space as if it was a private office.
 8. Be tidy: Your messy desk can be a distraction to others and will detract from the professional image your organization is trying to establish. Keep your belongings confined to your own space and tidy up your immediate area each day before leaving your workplace.
 9. Be tolerant: Everyone is not going to agree with you one hundred percent of the time. Keep an open mind, listen with the intent to learn, and focus on the positive aspects of your job.
 10. Be Friendly to new employees: Remember What It Felt like to be the west persona the office. Smile at the new person, strike up a very brief conversation. Offer to answer any question and comment about how you remember what it's like to be new.
 11. Don't take credit for other people's accomplishments or ideas: One of the things that can ruin your reputation in an office environment is to claim someone else's ideas as your own. If a supervisor mistakenly thinks it is your idea, set the record straight, no matter how tempting it may be.
 12. Think like a team: Maintain Cohesive Team, don't spread gossip or cause another to feel left out. Never grumble about petty things. Hold regular meetings to set goals, share ideas, and talk about concerns.

3.1.2 Meeting Etiquette

Meeting Etiquette refers to codes of behavior an individual ought to follow when attending meetings and discussions in the workplace.

1. Be on time: Make sure you come on time and prepare for the meeting ahead of time and you don't want to waste anyone else's time by not being punctual.
2. Facilitate introduction: If everyone doesn't know one another in the meeting room, facilitate an introduction.
3. Have a strong agenda: This Is part of being prepared, but should have a good, strong agenda so that you can stay on track.
4. Sit appropriately: Adjust your chair so that your posture is well mannered, don't make unnecessary movements while seated on the chair.
5. Be Prepared: Each participant should come to the meeting with all of the materials, the required data, and an understanding of the meeting agenda.
6. Listen: Listen Attentively To The Meeting And Take Notes.
7. Speakup: When people speak in meetings they need to speak clearly that everyone hears what they're saying.
8. Do not have your phone out: Put your mobile in your pocket, keep it on vibrate.
9. Nervous Habits: Avoid nervous habits such as tapping a pen or such on the table, making audible noises with your mouth, rustling papers, or even tapping your feet on the floor.
10. Ask Question The Appropriate Time: Don't Be The person who starts "asking questions and adding stuff that doesn't need to be added at an inappropriate time.
11. Guests: Do not bring unannounced guests to a meeting.

If you have someone you would like to bring to a meeting, then contact the chairperson for permission to bring your guest. If permission is not granted, then do not bring him.

3.2 The Code of Ethics

Principles that are deemed helpful to professionals for functioning with honesty and integrity are termed as the 'Code of Ethics'. This outline shows professionals approaching problems and these are drawn from ethical principles based on core values of the institute and the professional standards that are to be adhered to, the mission of the institute. The repute of the Institute depends on the standards and ethics that it propagates as it serves society by rendering teaching-learning activities that are carried out at the institute.

From a wider perspective, the ethical dimensions are the very foundation incorporating the 4DEP's, comprising firstly of being attentive to the student community, focusing on the curriculum and its related activities, of teaching and learning, followed by assessment and mentoring. Last but not least, incorporating the proper culture and environment, the proper environmental environment.

Broadly the institute are;

- Student Centricity
- Curriculum and Teaching-Learning
- Mentoring and Assessment
- Institutional Culture

The said dimensions are essentially the backbone of the Institute and its underlying principles are meant to further assist the staff in comprehending the right and the wrong and to have the ensuing decisions and actions based on them as well as to

regulate and streamline the academic profession.

- a) Be Considerate: all members are defined as stakeholders and all are essential to the institute. Therefore Barring all differences, every individual must be given due consideration.
- b) Be Respectful: find a courteous way to deal with disagreements that could ensue under various circumstances which must otherwise not lead to demeaning ends.
- c) Professional Integrity: It is the practice of maintaining ethical behavior at an expected level and showcasing of adherence to moral and ethical principles as well as to the values of honesty, honor, dependability, and trustworthiness.
- d) Choose your words carefully: Kind words do not cost much yet they accomplish much. Words that potentiate suppression must be abhorred in all circumstances.
- e) Transform Differences into strengths: Every individual from differing and dis-similar paths can offer something unique and with diligent effort, it can potentially lead to a culmination in all-encompassing solutions.
- f) Avoid Conflict of Interest: Conflict of Interests, however prevalent, must be harnessed through open discussion that can contribute definitely to the integrity of the institute.
- g) Do not Harass Anyone: Explicit expressions or comments on an individual or community based on legally protected characteristics and traits forbidden by the institute. Physical and sexual harassment characterized by making unwelcome and inappropriate sexual remarks or physical advances is not tolerated at the institute.
- h) Substance Abuse: The Institute prohibits possession,

sale, manufacture, distribution, or purchase of controlled substances as well as being or working under the influence of illegal drugs, alcohol, or even substance abuse, such life-threatening, illegal ways are strictly prohibited.

- i) Tobacco Products: The use of Tobacco Products within and outside the campus areas is explicitly prohibited.

3.3 The Code of Ethics conduct for Research Scholars

The institute's reputation depends on ethical standards followed by its researchers in the realm of their research endeavors. The code hence intends to outline the mannerisms of the research scholars registered for their doctoral programs specifically in dealing with the academic community, their contemporaries, and the public at large in terms of both discipline and behavior; and all the while beings sincere and diligent in up upholding the mission of the institute and thereby instilling greater trust amongst all stakeholders.

Some of the most important aspects of the Code of Ethics and Conduct for Research Scholars are explained below.

3.3.1 Academic Freedom, Integrity, Accountability and Responsibility

There most all-encompassing spectra for the progress of the institute are Academic Freedom, Integrity, Accountability, and Responsibility. The institute provides academic freedom to all its researchers to pursue knowledge well as to conduct advanced research without unreasonable interference or restriction.

Researchers are given the necessary freedom to inquire in-depth into their subjects of study, to present their research

findings, and to publish data and conclusions in a professionally appropriate manner.

- a) Honesty: An academic community should advance the quest for truth, knowledge, and understanding by exhibiting intellectual and personality research endeavors.
- b) Trust: An academic community should foster a climate of mutual trust to encourage a free exchange of ideas and to enable them to reach their highest potential.
- c) Fairness: An academic community should seek to ensure fairness in following established standards, practices, and procedures as well as fairness interactions between members of the said community.
- d) Respect: It is the fundamental essence of the institute that all its stakeholders conduct themselves in a mutually respectful manner in all aspects of functionality and even more soon the research front without any discrimination to gender, caste, race and religion.
- e) Legality: An Academic Community Should Observe Valid Legal Norms related to the conduct and publication of research, particularly concerning copyright, the intellectual property rights of third parties, the terms and conditions regulating access to research resources, and the laws of the state and country.

3.3.2 Institutional Responsibilities

The College Governing Council, Principal, Head(R&D), Heads of Departments, Research Supervisors, Librarian, together with the faculty members, are responsible for promoting and end or singa transparent academic environment conducive to the application of their professional and ethical practice for academic research.

The Head(R&D), Heads of Departments, Research Supervisor, and Professors are expected to create and sustain a climate of mutual cooperation that facilitates the open exchange of ideas and the development of academics and research skills.

3.3.3 Publication Practice and Authorship, notification Archiving and Depositing Copies of Research Publications with the Institutional Repository (IR)

The researchers are expected to publicize and disseminate the findings of their high-quality research suitably and with an awareness of the consequences/profits in the wider media. Such dissemination of knowledge must be published in a form, appropriate to the accepted academic discipline. The Institute requires that the author accept the responsibility for the contents of their publication as well as their contributions the same.

3.3.4 Misconduct in Academic Research

Misconduct in academic research implies (and is not limited to) fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting the results of such research and deliberate, dangerous, or negligent deviations from accepted practice in carrying out the research. Misconduct also includes any plan or attempt to do any of the said things. It does not include honest error or honest differences in interpretation or judgment in evaluating research methods or results or misconduct unrelated to research processes.

Misconduct includes (and is not limited to) the following activities:

- a) Plagiarism: The purposeful copying of ideas, text, data, or

other work (or any combination thereof) without due permission and acknowledgment of the owner.

- b) Piracy: The deliberate exploitation of ideas from others without the proper acknowledgment of the same.
- c) Abuse of Intellectual Property Rights: Failure to observe legal norms regarding copyright and moral norms regarding copyright and moral rights of authors.
- d) Abuse of Research Resources: Failure to observe the terms and conditions of the utilization of researcher sources available to the research scholars at the institution be it the physical entities and the intellectual.
- e) Misinterpretation: The deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement.
- f) Fabrication and Fraud: The Falsification Or Invention Of Qualifications, data, information, or citations in any formal academic exercise.
- g) Professorial misconduct: Professorial acts that are arbitrary, biased, or exploitative. Denying access to information or material: To deny others access arbitrarily to scholarly resources or to deliberately and groundlessly impede their progress.

3.3.5 The Mechanism for Detecting Plagiarism

Plagiarism detection or content similarity detection is the process of locating instances of plagiarism and/copyright infringement within a search work or document. The following "plagiarism detection tool " is available to detect plagiarism in the research documents in the respective departments as well as at the Library and Information Center of the Institute.

- a) <https://www.turnitin.com/>

Chapter 4

STATUTORY AND BENEFICIAL SCHEMES

4.1 Leave Facility

The staff of the institute is entitled to avail leave scheme as per Service Rules of Sri Adichunchanagiri Shikshana Trust

4.2 Transportation Policy and Rules

1. Staff who wish to avail the college bus facility should register themselves with the establishment office.
2. No person shall be allowed to travel on the bus without explicit permission in writing of the concerned college authorities. The transport manager is authorized to disallow travel by any person who has not been granted permission for commuting from the concerned authority.
3. Any Staff availing of hostel accommodation is strictly not permitted to travel on college buses without prior permission from the concerned authority.
4. The staff shall take care of the students on the buses they commute.
5. College bus charges will be revised periodically based on the various operating expenses.
6. Normally College buses would be available to the already existing routes on all official working days. However, a trip could be adjusted under varying circumstances.
7. During the regular university examinations transportation facilities will be available depending on the strength of passengers.
8. Passengers will be picked up and let off at designated stops only.

9. The schedule and the stages of the trip can't be altered in any situation unless prior permission is secured.
10. The bus will not wait for any passenger. Passengers are expected to beat the designated stops/stages before time.
11. Opting for bus facilities doesn't ensure the passengers any reserved seats.
12. As the college bus is an extension of the institution, all the codes of conduct and rules of the college are equally applicable on the bus too.
13. The College doesn't encourage any form of celebrations on the bus or during the travel (birthday, sendoff, etc.,)
14. Throwing articles within the bus or out of the windows at any time will not be condoned.
15. Excessive noise (loud talking, screaming, whistling, etc.) is not allowed.
16. Harmful Or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
17. The use of profane, vulgar, or other unacceptable language or gestures will not be tolerated.

Any other misconduct which may distract the driver from the safe operation of the bus will not be tolerated.

4.4 Employees' State Insurance (ESI)

1. Newly Appointed staff that are fixed a gross salary of less than Rupees 21000/-are eligible for the benefit of the ESI upon confirmation of the appointed post or completion of the probationary period as per the following clauses.
 - a) Such Staff Members That already have an ESI facility from the preceding organization shall be required to provide the necessary document for availing of ESI.
 - b) Such staff members that do not possess ESI facility shall

apply for the said beneficial scheme in writing duly endorsed by the respective reporting officer.

4.5 Health Insurance

1. Availability of the corporate Health insurance provided by the institute is mandatory (minimum coverage must be of Rs.200000/-) for all members of the staff except for those that are availing ES facility. Such members availing ESI facility may opt additionally for corporate Health insurance.
2. The Health insurance premium amount is paid in advance by the Institute for the calendar year (Jan-Dec) and comprises the contribution of the Sri Adichunchanagiri Shikshana Trust as well as the contribution of the employee.
3. The contribution of the employee shall be deducted in the form of an equal monthly installment from the salary.

4.9 Library Learning Resources

1. All staff members that are on payroll are eligible to make use of library learning resources.
2. The staff Identity card shall therefore be used by default as the library card.
3. The staff shall apply for the ID card via prescribed format (available at the LIC) duly attested by the respective reporting officer.
4. The ID card is then issued to the respective staff by LIC upon approval of the Principal.
5. The ID card, therefore, entitles the staff to use the services offered by LIC.
6. The list of library learning resources comprise of the following;

- a) Print Resources, issued on producing of ID-textbooks, reference books, general books, print journals, magazines, etc
- b) Digital Library
 - i. Online Resources, accessible throughout LAN connected systems with internet connectivity in the premise of the institute subscribed scholarly databases, e-journals, e-books, learning platforms, research tools, etc.
 - ii. Remote access to electronic resources shall be facilitated upon request to the librarian.
- 7. Institutional Repository, accessible throughout LAN connected systems on the premise of the institute e-books, project reports, faculty publications, and question papers.
- 8. The staff member that chooses to opt-out of continuing the services at the institute or is terminated from services, must surrender the Staff ID card for getting the no-due certificate.

4.10 Hostel

- 1. The Staff who wish to avail themselves of the college Hostel facility should register themselves with the establishment office.
- 2. The hostel accommodation is to be paid as per the existing fixation at the institute and boarding fees and both shall be deducted from the salary.
- 3. The staff shall not entertain hosting the guests without prior permission of the Administrative Officer/Principal.
- 4. The staff shall bear all expenses of any damages caused to the physical facility of the hostel as deemed fit by the Administrative Officer/Principal.
- 5. The staff member shall report in writing to the

Administrative Officer/Principal in the case when he/she chooses to stop availing accommodation at the hostel, necessary clearances taken from the respective warden must be submitted with the said requisition.

Quarters Facility

Quarters will be allocated on the basis of seniority and availability & nominal amount of the rent will be deducted from the salary along with electricity and water charges

Hospital discount: On hospitalization of the staff to AHRC for treatment, 30% of the discount will be provided on the total bill As per BGSIT Service rules

School fee discount: 25% of the tuition fee discount will be provided to all the kids of the staff. As per BGSIT Service rules

Chapter 5

ENRICHMENT SCHEMES

Consultancy, R&D, and Teaching Assignments

1. The College encourages its teachers to take up consultancy and in-house R&D assignments. The teacher shall undertake such assignments whenever the College is approached for such help and the College assigns such an engagement to a particular teacher or when the teacher is approached by an outside agency for such help. In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/HoD in writing.
2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall request the Principal through the HoD, who will go through the nature of the assignment and approve the same.
3. Unless approved by the Principal, a teaching staff member shall not take up/accept any teaching or non-teaching assignment in another institution, whether for remuneration or on an honorary basis.
4. The teacher shall avail of the administrative and infrastructure facilities available in the college for carrying out his/her assignment. The teacher shall also associate other members of the faculty in working on the assignments. The teacher shall levy relevant professional charges on the benefiting agency; however, the charges shall be shared with the college.