



BBIT

Budge Budge Institute of Technology



**BUDGE BUDGE INSTITUTE OF
(A unit of Jagannath Gupta Family Trust)**

Nishchintapur, Budge Budge, Kolkata, West Bengal 700137

APPROVED BY AICTE

ACCREDITED BY NBA (CSE, EE, ECE, ME) & NAAC,

AFFILIATED TO MAKAUT & WBSCTVESD,

**RECOGNIZED BY UGC UNDER SECTION 2 (F) OF THE
UGC ACT, 1956**



HUMAN VALUES & PROFESSIONAL ETHICS

AY 2021 - 2022



HUMAN VALUES AND PROFESSIONAL ETHICS

Every individual has the fundamental right to an education. Quality education provides a strong foundation for personal development. Budge Budge Institute of Technology is committed to providing students with a value-based, high-quality education as well as opportunities for holistic development, thus living up to its motto of "Building Professionals, Building Nation".

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VISION OF THE INSTITUTE

To realize the full potential of knowledge through universal education and research so as to foster a new era of development and growth through innovations.

MISSION OF THE INSTITUTE

To open new horizons of knowledge and to promote academic growth by offering state-of-the-art undergraduate, postgraduate, and research programmes.

To keep pace with regional, national and global needs.

To play a pioneering role in shaping future generations through collaboration between academia and industry as well as between different national and international institutions.

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like piracy and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication is to express and support one's views to others.

HUMAN VALUES

Human value is defined as "a principle that promotes well-being or prevents harm." Human values can ensure a happy and harmonious human society. At BBIT, Kolkata we cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times, and practices. Human values help in understanding attitude, motivation, and behavior and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Adoration
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all

PROFESSIONAL ETHICS

The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN IDEAL RULES

1. Always strive for excellence

This is the first rule of achieving prominence in any endeavor; it is the quality that distinguishes you and your work. Excellence is service excellence that is remarkable and thus exceeds ordinary standards; it should be practiced to make a good quality impression on your superiors and colleagues.

2. Trustworthiness and Integrity

Being trustworthy is a moral quality that is regarded as a virtue, so it is decisive for an institution to function effectively, morally, and honestly while ensuring that everyone participates and that there is a system of checks and balances in place.

Following the principles and executing the tasks by the values of honesty, trust, transparency, and objectivity in the performance of duties is also significant.

3. Be accountable

Fostering an atmosphere of sincerity and trust that can accept mistakes and encourage people to accept responsibility for their actions.

4. Be courteous and respectful

Nurturing a culture of trust, reliability, and quality interaction, as well as ensuring the fair participation of the institution's employees and beneficiaries.

5. Be honest, open, and transparent

Honesty is a positive and virtuous characteristic that denotes truthfulness, directness of conduct, loyalty, equality, candor, and sincerity in communication. This ought to be a highly valued asset among employers and colleagues to foster trust and to increase your personal value to all.

6. Be competent and improve continually

Competence is an individual's ability to do a work aptly; it is a combination of knowledge, skills, and behavior used to improve performance. Competency develops through experience and the willingness to learn and adapt. Continuous self-development is a prerequisite to offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”.

This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

Adopting standards, policies, and procedures to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion, and other activities in an institution.

9. Be respectful of confidentiality

Fostering a shared vision of the institution to make everyone feel secure, supported, accepted, and included. Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

10. Set good examples

Respecting the set of rules or promises that prevents you from further and unauthorized dissemination of information is what confidentiality entails. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Director General Academics, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculty Members, Finance and Development Officer, Heads/Directors/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses
2. Comply with laws, rules, and regulations applied to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
4. Follow the highest degree of ethics in its decision-making in the best interest of the Institute.
5. Strive for creating an environment conducive to teaching, learning, research, and development according to the maximum potential of the University in order to bring social change and hence national and development.

6. Follow objectives and policies of the University and contribute constructively to achieving its mission and vision
7. Maintain confidentiality of the records and other sensitive matters endeavor to promote work culture and ethics that bring about quality, professionalism, and satisfaction.
8. Refrain from any misappropriation of financial and other resources.

Administrative Staff

Administrative Staff Administrative staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. encourage the staff to maximize their efficiency
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. co-operate and form a strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate a congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers Teaching is a noble and devout profession that tends to instill in students — knowledge, and values. His/her precepts and practices should reflect idealism, perfection, and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, and research work entrusted by the Institute with diligence, dedication, and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars, and professional meetings

3. co-operate and assist in the admission, examination, supervision, invigilation, and evaluation process of the Institute
4. create a conducive teaching-learning environment through innovative practices and knowledge sharing.
5. act as role models for students by displaying good conduct and character.
6. act as friends, philosophers, and mentors of students in identifying their potential and encourage them to improve their personality and contribution to the community welfare, environment, and national heritage.
7. encourage students to actively participate in activities of national priorities.
8. respect the rights and dignity of the students in expressing his /her opinions
9. refrain from harassment of students in any form.
10. deal justly and impartially with students regardless of their religion, caste, and political, economic, social, and physical characteristics.
11. refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
12. behave with dignity and courtesy with staff and fellow colleagues.

Students

Students at the Institute are expected to focus their efforts on learning and developing a well-rounded personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices, and traditions.
2. Remain punctual, disciplined, and regular in attending class lectures, tutorials, and research
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff, and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions, and regions
7. Contribute to the cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior while on an educational tour/visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintaining the highest standards of academic integrity while presenting one's own academic work
12. Help teachers in maintaining a learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATIVE
STAFF / ACADEMIC STAFF
FOR ACADEMIC YEAR 2021-2022**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members of the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Narendra Nath Jana	Convener	Dean Academics
2	Prof. (Dr.) Bhabes Bhattacharyya	Member	Director – General Academics
3	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
4	Prof. (Dr.) Ashok Shaw	Member	Dean R & D
5	Prof. (Dr.) Moumita Poddar	Member	Dean MBA
6	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
7	Prof. (Dr.) Pallab Roy	Member	HOD- ME
8.	Prof. (Dr.) Sushovan Sarkar	Member	HOD - CE
9.	Prof. (Dr.) Somnath Maiti	Member	HOD -ECE
10.	Prof. Pradip Kumar Mandal	Member	TIC - HU
11.	Prof. (Dr.) Labakanta Mandal	Member	TIC-PHY
12.	Ms. Shruti Ray	Member	Administration
13.	Mr. Sanjay Shaw	Member	Operations
14.	Ms. Richie Somaddar	Member	Human Resource

Code of Conduct for Administrative Staff / Academic Staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.

4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as: acting in a fair, courteous and mature manner to students, colleagues and other stakeholders; co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service; endeavouring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.; taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises; being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.); being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job; being

familiar with communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior that the institute finds unacceptable.

The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the Institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
- Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the Institute. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- Any willful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. Gross neglect of duties and responsibilities.
- Unauthorized absence from work.

- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.
- The following are examples of behaviour which could lead to formal disciplinary warnings.
- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures.
- Some offences of willful neglect may be regarded as gross misconduct.

Breaches of confidentiality:

- Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence.
- Certain behavior giving rise to an offence may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- In certain circumstances, such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct

Anti-Corruption and Anti-Bribery Policy

- Budge Budge Institute of Technology commits of zero tolerance towards fraudulent approaches including bribery

- Bribery of any sort shall not be paid or accepted from stakeholders, clients, suppliers, politicians, government / public official or general public etc for or on behalf of the University.
- Gifts or meals offered should be within normal civility.
- Also the Extract for Clause 11.10 'Gifts' of Human Resource Manual of the University states that 'in the discharge of his / her duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his / her family to accept from any person other than relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules'.
- This policy is applicable to all students, employees including senior management / directors of the University and third parties.
- Staff members are requested to report suspected violations of this Policy, and provide evidence of cases of bribery, corruption and manipulation; co-operate with any investigation or audit activities relating to matters covered by the Policy.
- Director of the institution is responsible for monitoring compliance with this policy, reporting the breaches and providing solutions.
- The contents of the Anti-Corruption and Bribery Policy will be reviewed on its effectiveness by the Internal Audit Department every two years and amendments if any required, may be made with the approval of the Board of Management.

Code of Conduct for Teachers

Budge Budge Institute of Technology declared the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.

- Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity.
- Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
- Work to establish and maintain a culture of mutual trust and respect.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work.
- Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant legislation and regulations.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.

- Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.
- Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

Professional Practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
- Act in the best interest of pupils/students.

Professional Development

Teachers should:

- Take personal responsibility for sustaining and improving the quality of their professional practice by:
- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- Availing of opportunities for career-long professional development.

Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

Code of conduct for students

- Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the *Student Code of Conduct*.
- Acts of dishonesty including the following:
- Plagiarism, cheating, or other means of academic dishonesty.
- Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
- Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
- Alteration with the election of College recognized student society.
- Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behavior in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.

- Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
- Violation of published College policies, rules, or regulations including, but not limited to, smoking, traffic, and computer-related misconduct.
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.
- Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.
- The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or willfully disregarding an emergency or fire alarm system.
- Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or

use of any instrument or object in a threatening or dangerous manner is prohibited.

- Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
 - Is sufficiently severe, pervasive, and objectively offensive.
 - Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
 - Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
-
- Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.
 - The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bongs, pipes, blunts, grinders and/or similar objects.
 - Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.

INSTITUTIONAL STUDENTS' CODE OF CONDUCT

FOR ACADEMIC YEAR 2021-2022

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members from the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Narendra Nath Jana	Convener	Dean Academics
2	Prof. (Dr.) Bhabes Bhattacharyya	Member	DGA
3	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
4	Prof. (Dr.) Ashok Shaw	Member	Dean- R&D
5	Prof. (Dr.) Moumita Poddar	Member	Dean MBA
6	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
7	Prof. (Dr.) Pallab Roy	Member	HOD- ME
8.	Prof. (Dr.) Somnath Maity	Member	HOD -ECE
9.	Prof. (Dr.) V Siva Rama Bramaih	Member	HOD -EE
10.	Prof. (Dr.) Sushovan Sarkar	Member	HOD -CE
11.	Prof. (Dr.) Labakanta Mandal	Member	TIC-PHY
12.	Prof. (Dr.) Sukhomoy Pattanayak	Member	TIC – MATHS
13.	Ms. Shruti Ray	Member	Administration
14.	Mr. Sanjay Shaw	Member	Operations

Preamble:

The Budge Budge Institute of Technology Students' Conduct and Disciplinary Code outline students' as well as staff's disciplinary policies to enforce discipline in the campus. The Disciplinary committee of the Institute has approved students' conduct and disciplinary code for the students studying in this Institute and Staff's code of conduct for the teaching and non-teaching employees of the institute. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

Objectives of the Code:

Budge Budge Institute of Technology affirms that the sole purpose of this educational institution is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the

inner strength. The establishment and maintenance of this institution 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 rights 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 very objective and cherished values of the institution.

- **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 provisions 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.

Responsibilities of the Students

It shall be the responsibilities of the students:

- To read, become familiar with and adhere to this code and any amendment brought to this code.
- To produce Identity Card while entering into any campus of the Institute.
- 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.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this code to the functionaries under this code.
- Student joining in any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

- **Behaviour of the Students:**

Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandas or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

- i. Groupies of any kind that would distort the harmony is not permitted.
- ii. Campus is a "Smoking free and Alcohol Free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iii. Silence shall be maintained in the premises of the Institute
- iv. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- v. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vi. Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- x. 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 campus or hostels.
- xi. No one shall bring, distribute or circulate unauthorized notices, 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.
- xii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiii. The Institution being a place of learning and an exclusive academic zone, nobody 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 Institute and shall eschew from violence in the campus and hostels and even outside.
- xiv. No student shall exert undue influence on fellow students.
- xv. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvi. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the Institute. Day-scholars should use the Institute transport facility for commuting.
- xvii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.

- xix. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xx. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxi. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice 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. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the head of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The head may summon the student(s) either verbally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The head may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

Minor Sanctions

- **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.
- **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.
- **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
 - **Hostel Privileges:** change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-
 - **Placement Activity**
- **Community Service:** assigned a specific number of hours of service.

Major Sanctions

- **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.
- **Suspension:** Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University 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 University or any property kept in the premises of the University due to the 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 thereby bringing it to its original form if it is possible.

- **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **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 University and such a student will not be eligible for readmission to any of the courses of this University

Right to Appeal

- The student(s) 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 either the Executive Director or the Vice Chairman. He/she should appeal within two weeks' time with proper justification of the appeal. The decision of the Executive Director or the Vice Chairman shall be final and binding on the students.
- Assistance from Law Enforcement Agencies the Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law-and-Order situation in the campus/ hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ Directors shall in such a case give a detailed report to the Director. The Deans/ Director can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities.
- Amendments to the Code the Board of Management of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the institute through notices put on the notice boards of the institute or through emails.

Anti-Ragging:

Budge Budge Institute of Technology has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009, anti-ragging committees and squads have already been formed. As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect. Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively. A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, Budge Budge Institute of Technology adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- The institute authorities will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion. Offenders will also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and will be liable for penal action.

Disciplinary procedures:

A student violating the University policy on substance abuse will face: A. Immediate suspension from the college, pending enquiry

B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.

C. The disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of Budge Budge Institute of Technology.

Policy Matters on Alcohol & Tobacco

The campus is declared as "Alcohol /Tobacco free campus"

- If a student is found possessing/consuming Tobacco/Alcohol in the premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility, and ultimately promotion. Employees who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

PROFESSIONAL VALUES

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession.

1. **Integrity:** Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such an attitude which provides synergy and satisfaction in their day to day life. A Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.
6. **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency or productivity
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



A handwritten signature in purple ink, appearing to read "Bhabes Bhattacharya".

Prof. (Dr.) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology



BBIT

Budge Budge Institute of Technology



**BUDGE BUDGE INSTITUTE OF
(A unit of Jagannath Gupta Family Trust)**

Nishchintapur, Budge Budge, Kolkata, West Bengal 700137

APPROVED BY AICTE

ACCREDITED BY NBA (CSE, EE, ECE, ME) & NAAC,

AFFILIATED TO MAKAUT & WBSCTVESD,

**RECOGNIZED BY UGC UNDER SECTION 2 (F) OF THE
UGC ACT, 1956**



**HUMAN
VALUES &
PROFESSIONAL
ETHICS**

AY 2020 - 2021

HUMAN VALUES AND PROFESSIONAL ETHICS

Every individual has the fundamental right to an education. Quality education provides a strong foundation for personal development. Budge Budge Institute of Technology is committed to providing students with a value-based, high-quality education as well as opportunities for holistic development, thus living up to its motto of "Building Professionals, Building Nation".

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VISION OF THE INSTITUTE

To realize the full potential of knowledge through universal education and research so as to foster a new era of development and growth through innovations.

MISSION OF THE INSTITUTE

To open new horizons of knowledge and to promote academic growth by offering state-of-the-art undergraduate, postgraduate, and research programmes.

To keep pace with regional, national and global needs.

To play a pioneering role in shaping future generations through collaboration between academia and industry as well as between different national and international institutions.

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like piracy and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication is to express and support one's views to others.

HUMAN VALUES

Human value is defined as "a principle that promotes well-being or prevents harm." Human values can ensure a happy and harmonious human society. At BBIT, Kolkata we cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times, and practices. Human values help in understanding attitude, motivation, and behavior and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Adoration
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all

PROFESSIONAL ETHICS

The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN IDEAL RULES

1. Always strive for excellence

This is the first rule of achieving prominence in any endeavor; it is the quality that distinguishes you and your work. Excellence is service excellence that is remarkable and thus exceeds ordinary standards; it should be practiced to make a good quality impression on your superiors and colleagues.

2. Trustworthiness and Integrity

Being trustworthy is a moral quality that is regarded as a virtue, so it is decisive for an institution to function effectively, morally, and honestly while ensuring that everyone participates and that there is a system of checks and balances in place.

Following the principles and executing the tasks by the values of honesty, trust, transparency, and objectivity in the performance of duties is also significant.

3. Be accountable

Fostering an atmosphere of sincerity and trust that can accept mistakes and encourage people to accept responsibility for their actions.

4. Be courteous and respectful

Nurturing a culture of trust, reliability, and quality interaction, as well as ensuring the fair participation of the institution's employees and beneficiaries.

5. Be honest, open, and transparent

Honesty is a positive and virtuous characteristic that denotes truthfulness, directness of conduct, loyalty, equality, candor, and sincerity in communication. This ought to be a highly valued asset among employers and colleagues to foster trust and to increase your personal value to all.

6. Be competent and improve continually

Competence is an individual's ability to do a work aptly; it is a combination of knowledge, skills, and behavior used to improve performance. Competency develops through experience and the willingness to learn and adapt. Continuous self-development is a prerequisite to offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”.

This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

Adopting standards, policies, and procedures to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion, and other activities in an institution.

9. Be respectful of confidentiality

Fostering a shared vision of the institution to make everyone feel secure, supported, accepted, and included. Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

10. Set good examples

Respecting the set of rules or promises that prevents you from further and unauthorized dissemination of information is what confidentiality entails. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Director General Academics, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculty Members, Finance and Development Officer, Heads/Directors/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses
2. Comply with laws, rules, and regulations applied to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
4. Follow the highest degree of ethics in its decision-making in the best interest of the Institute.
5. Strive for creating an environment conducive to teaching, learning, research, and development according to the maximum potential of the University in order to bring social change and hence national and development.

6. Follow objectives and policies of the University and contribute constructively to achieving its mission and vision
7. Maintain confidentiality of the records and other sensitive matters endeavor to promote work culture and ethics that bring about quality, professionalism, and satisfaction.
8. Refrain from any misappropriation of financial and other resources.

Administrative Staff

Administrative Staff Administrative staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. encourage the staff to maximize their efficiency
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. co-operate and form a strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate a congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers Teaching is a noble and devout profession that tends to instill in students — knowledge, and values. His/her precepts and practices should reflect idealism, perfection, and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, and research work entrusted by the Institute with diligence, dedication, and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars, and professional meetings

3. co-operate and assist in the admission, examination, supervision, invigilation, and evaluation process of the Institute
4. create a conducive teaching-learning environment through innovative practices and knowledge sharing.
5. act as role models for students by displaying good conduct and character.
6. act as friends, philosophers, and mentors of students in identifying their potential and encourage them to improve their personality and contribution to the community welfare, environment, and national heritage.
7. encourage students to actively participate in activities of national priorities.
8. respect the rights and dignity of the students in expressing his /her opinions
9. refrain from harassment of students in any form.
10. deal justly and impartially with students regardless of their religion, caste, and political, economic, social, and physical characteristics.
11. refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
12. behave with dignity and courtesy with staff and fellow colleagues.

Students

Students at the Institute are expected to focus their efforts on learning and developing a well-rounded personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices, and traditions.
2. Remain punctual, disciplined, and regular in attending class lectures, tutorials, and research
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff, and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions, and regions
7. Contribute to the cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior while on an educational tour/visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintaining the highest standards of academic integrity while presenting one's own academic work
12. Help teachers in maintaining a learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATIVE
STAFF / ACADEMIC STAFF
FOR ACADEMIC YEAR 2020-2021**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members of the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Narendra Nath Jana	Convener	Dean Academics
2	Prof. (Dr.) Bhabes Bhattacharyya	Member	Director – General Academics
3	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
4	Prof. (Dr.) Adhir Baran Chattopadhyay	Member	Dean R & D
5	Prof. (Dr.) Moumita Poddar	Member	Dean MBA
6	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
7	Prof. (Dr.) Pallab Roy	Member	HOD- ME
8.	Prof. (Dr.) Tushar Kanti Dey	Member	HOD - CE
9.	Prof. (Dr.) Somnath Maity	Member	HOD -ECE
10.	Prof. Pradip Kumar Mandal	Member	TIC - HU
11.	Prof. (Dr.) Labakanta Mandal	Member	TIC-PHY
12.	Ms. Shruti Ray	Member	Administration
13.	Mr. Sanjay Shaw	Member	Operations
14.	Ms. Richie Somaddar	Member	Human Resource

Code of Conduct for Administrative Staff / Academic Staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.

4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as: acting in a fair, courteous and mature manner to students, colleagues and other stakeholders; co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service; endeavouring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.; taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises; being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.); being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job; being

familiar with communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior that the institute finds unacceptable.

The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the Institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
- Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the Institute. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- Any willful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. Gross neglect of duties and responsibilities.
- Unauthorized absence from work.

- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.
- The following are examples of behaviour which could lead to formal disciplinary warnings.
- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures.
- Some offences of willful neglect may be regarded as gross misconduct.

Breaches of confidentiality:

- Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence.
- Certain behavior giving rise to an offence may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- In certain circumstances, such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct

Anti-Corruption and Anti-Bribery Policy

- Budge Budge Institute of Technology commits of zero tolerance towards fraudulent approaches including bribery

- Bribery of any sort shall not be paid or accepted from stakeholders, clients, suppliers, politicians, government / public official or general public etc for or on behalf of the University.
- Gifts or meals offered should be within normal civility.
- Also the Extract for Clause 11.10 'Gifts' of Human Resource Manual of the University states that 'in the discharge of his / her duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his / her family to accept from any person other than relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules'.
- This policy is applicable to all students, employees including senior management / directors of the University and third parties.
- Staff members are requested to report suspected violations of this Policy, and provide evidence of cases of bribery, corruption and manipulation; co-operate with any investigation or audit activities relating to matters covered by the Policy.
- Director of the institution is responsible for monitoring compliance with this policy, reporting the breaches and providing solutions.
- The contents of the Anti-Corruption and Bribery Policy will be reviewed on its effectiveness by the Internal Audit Department every two years and amendments if any required, may be made with the approval of the Board of Management.

Code of Conduct for Teachers

Budge Budge Institute of Technology declared the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.

- Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity.
- Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
- Work to establish and maintain a culture of mutual trust and respect.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work.
- Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant legislation and regulations.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.

- Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.
- Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

Professional Practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
- Act in the best interest of pupils/students.

Professional Development

Teachers should:

- Take personal responsibility for sustaining and improving the quality of their professional practice by:
- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- Availing of opportunities for career-long professional development.

Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

Code of conduct for students

- Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the *Student Code of Conduct*.
- Acts of dishonesty including the following:
- Plagiarism, cheating, or other means of academic dishonesty.
- Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
- Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
- Alteration with the election of College recognized student society.
- Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behavior in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.

- Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
- Violation of published College policies, rules, or regulations including, but not limited to, smoking, traffic, and computer-related misconduct.
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.
- Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.
- The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or willfully disregarding an emergency or fire alarm system.
- Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or

use of any instrument or object in a threatening or dangerous manner is prohibited.

- Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
 - Is sufficiently severe, pervasive, and objectively offensive.
 - Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
 - Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
-
- Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.
 - The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bongs, pipes, blunts, grinders and/or similar objects.
 - Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.

INSTITUTIONAL STUDENTS' CODE OF CONDUCT

FOR ACADEMIC YEAR 2020-2021

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members from the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Narendra Nath Jana	Convener	Dean Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. (Dr.) Adhir Baran Chattopadhyay	Member	Dean- R&D
4	Prof. (Dr.) Moumita Poddar	Member	Dean MBA
5	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
6	Prof. (Dr.) Pallab Roy	Member	HOD- ME
7	Prof. (Dr.) Somnath Maity	Member	HOD -ECE
8.	Prof. (Dr.) V Siva Rama Bramaih	Member	HOD -EE
9.	Prof. (Dr.) Tushar Kanti Dey	Member	HOD -CE
10.	Prof. (Dr.) Labakanta Mandal	Member	TIC-PHY
11.	Prof. (Dr.) Sukhomoy Pattanayak	Member	TIC – MATHS
12.	Ms. Shruti Ray	Member	Administration
13.	Mr. Sanjay Shaw	Member	Operations

Preamble:

The Budge Budge Institute of Technology Students' Conduct and Disciplinary Code outline students' as well as staff's disciplinary policies to enforce discipline in the campus. The Disciplinary committee of the Institute has approved students' conduct and disciplinary code for the students studying in this Institute and Staff's code of conduct for the teaching and non-teaching employees of the institute. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

Objectives of the Code:

Budge Budge Institute of Technology affirms that the sole purpose of this educational institution is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this institution 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 rights 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 very objective and cherished values of the institution.

- **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 provisions 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.

Responsibilities of the Students

It shall be the responsibilities of the students:

- To read, become familiar with and adhere to this code and any amendment brought to this code.
- To produce Identity Card while entering into any campus of the Institute.
- 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.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this code to the functionaries under this code.
- Student joining in any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

- **Behaviour of the Students:**

Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandas or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

- i. Groupies of any kind that would distort the harmony is not permitted.
- ii. Campus is a "Smoking free and Alcohol Free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iii. Silence shall be maintained in the premises of the Institute
- iv. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- v. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vi. Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- x. 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 campus or hostels.
- xi. No one shall bring, distribute or circulate unauthorized notices, 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.
- xii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiii. The Institution being a place of learning and an exclusive academic zone, nobody 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 Institute and shall eschew from violence in the campus and hostels and even outside.
- xiv. No student shall exert undue influence on fellow students.
- xv. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvi. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the Institute. Day-scholars should use the Institute transport facility for commuting.
- xvii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.

- xix. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xx. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxi. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice 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. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the head of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The head may summon the student(s) either verbally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The head may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

Minor Sanctions

- **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.
- **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.
- **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
 - **Hostel Privileges:** change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-
 - **Placement Activity**
- **Community Service:** assigned a specific number of hours of service.

Major Sanctions

- **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.
- **Suspension:** Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University 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 University or any property kept in the premises of the University due to the 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 thereby bringing it to its original form if it is possible.

- **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **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 University and such a student will not be eligible for readmission to any of the courses of this University

Right to Appeal

- The student(s) 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 either the Executive Director or the Vice Chairman. He/she should appeal within two weeks' time with proper justification of the appeal. The decision of the Executive Director or the Vice Chairman shall be final and binding on the students.
- Assistance from Law Enforcement Agencies the Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law-and-Order situation in the campus/ hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ Directors shall in such a case give a detailed report to the Director. The Deans/ Director can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities.
- Amendments to the Code the Board of Management of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the institute through notices put on the notice boards of the institute or through emails.

Anti-Ragging:

Budge Budge Institute of Technology has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009, anti-ragging committees and squads have already been formed. As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect. Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively. A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, Budge Budge Institute of Technology adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- The institute authorities will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion. Offenders will also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and will be liable for penal action.

Disciplinary procedures:

A student violating the University policy on substance abuse will face: A. Immediate suspension from the college, pending enquiry

B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.

C. The disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of Budge Budge Institute of Technology.

Policy Matters on Alcohol & Tobacco

The campus is declared as "Alcohol /Tobacco free campus"

- If a student is found possessing/consuming Tobacco/Alcohol in the premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility, and ultimately promotion. Employees who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

PROFESSIONAL VALUES

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession.

1. **Integrity:** Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such an attitude which provides synergy and satisfaction in their day to day life. A Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.
6. **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency or productivity
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



A handwritten signature in dark ink, appearing to read 'Bhabes'.

Prof. (Dr.) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology



BBIT

Budge Budge Institute of Technology



**BUDGE BUDGE INSTITUTE OF
(A unit of Jagannath Gupta Family Trust)**

Nischintapur, Budge Budge, Kolkata, West Bengal 700137

APPROVED BY AICTE

ACCREDITED BY NBA (CSE, EE, ECE, ME) & NAAC,

AFFILIATED TO MAKAUT & WBSCTVESD,

**RECOGNIZED BY UGC UNDER SECTION 2 (F) OF THE
UGC ACT, 1956**



HUMAN VALUES & PROFESSIONAL ETHICS

AY 2019 - 2020





HUMAN VALUES AND PROFESSIONAL ETHICS

Every individual has the fundamental right to an education. Quality education provides a strong foundation for personal development. Budge Budge Institute of Technology is committed to providing students with a value-based, high-quality education as well as opportunities for holistic development, thus living up to its motto of "Building Professionals, Building Nation".

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VISION OF THE INSTITUTE

To realize the full potential of knowledge through universal education and research so as to foster a new era of development and growth through innovations.

MISSION OF THE INSTITUTE

To open new horizons of knowledge and to promote academic growth by offering state-of-the-art undergraduate, postgraduate, and research programmes.

To keep pace with regional, national and global needs.

To play a pioneering role in shaping future generations through collaboration between academia and industry as well as between different national and international institutions.

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication is to express and support one's views to others.

HUMAN VALUES

Human value is defined as "a principle that promotes well-being or prevents harm." Human values can ensure a happy and harmonious human society. At BBIT, Kolkata we cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times, and practices. Human values help in understanding attitude, motivation, and behavior and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Adoration
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all

PROFESSIONAL ETHICS

The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN IDEAL RULES

1. Always strive for excellence

This is the first rule of achieving prominence in any endeavor; it is the quality that distinguishes you and your work. Excellence is service excellence that is remarkable and thus exceeds ordinary standards; it should be practiced to make a good quality impression on your superiors and colleagues.

2. Trustworthiness and Integrity

Being trustworthy is a moral quality that is regarded as a virtue, so it is decisive for an institution to function effectively, morally, and honestly while ensuring that everyone participates and that there is a system of checks and balances in place.

Following the principles and executing the tasks by the values of honesty, trust, transparency, and objectivity in the performance of duties is also significant.

3. Be accountable

Fostering an atmosphere of sincerity and trust that can accept mistakes and encourage people to accept responsibility for their actions.

4. Be courteous and respectful

Nurturing a culture of trust, reliability, and quality interaction, as well as ensuring the fair participation of the institution's employees and beneficiaries.

5. Be honest, open, and transparent

Honesty is a positive and virtuous characteristic that denotes truthfulness, directness of conduct, loyalty, equality, candor, and sincerity in communication. This ought to be a highly valued asset among employers and colleagues to foster trust and to increase your personal value to all.

6. Be competent and improve continually

Competence is an individual's ability to do a work aptly; it is a combination of knowledge, skills, and behavior used to improve performance. Competency develops through experience and the willingness to learn and adapt. Continuous self-development is a prerequisite to offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”.

This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

Adopting standards, policies, and procedures to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion, and other activities in an institution.

9. Be respectful of confidentiality

Fostering a shared vision of the institution to make everyone feel secure, supported, accepted, and included. Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

10. Set good examples

Respecting the set of rules or promises that prevents you from further and unauthorized dissemination of information is what confidentiality entails. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Director General Academics, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculty Members, Finance and Development Officer, Heads/Directors/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses
2. Comply with laws, rules, and regulations applied to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
4. Follow the highest degree of ethics in its decision-making in the best interest of the Institute.
5. Strive for creating an environment conducive to teaching, learning, research, and development according to the maximum potential of the University in order to bring social change and hence national and development.

6. Follow objectives and policies of the University and contribute constructively to achieving its mission and vision
7. Maintain confidentiality of the records and other sensitive matters endeavor to promote work culture and ethics that bring about quality, professionalism, and satisfaction.
8. Refrain from any misappropriation of financial and other resources.

Administrative Staff

Administrative Staff Administrative staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. encourage the staff to maximize their efficiency
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. co-operate and form a strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate a congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers Teaching is a noble and devout profession that tends to instill in students — knowledge, and values. His/her precepts and practices should reflect idealism, perfection, and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, and research work entrusted by the Institute with diligence, dedication, and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars, and professional meetings

3. co-operate and assist in the admission, examination, supervision, invigilation, and evaluation process of the Institute
4. create a conducive teaching-learning environment through innovative practices and knowledge sharing.
5. act as role models for students by displaying good conduct and character.
6. act as friends, philosophers, and mentors of students in identifying their potential and encourage them to improve their personality and contribution to the community welfare, environment, and national heritage.
7. encourage students to actively participate in activities of national priorities.
8. respect the rights and dignity of the students in expressing his /her opinions
9. refrain from harassment of students in any form.
10. deal justly and impartially with students regardless of their religion, caste, and political, economic, social, and physical characteristics.
11. refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
12. behave with dignity and courtesy with staff and fellow colleagues.

Students

Students at the Institute are expected to focus their efforts on learning and developing a well-rounded personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices, and traditions.
2. Remain punctual, disciplined, and regular in attending class lectures, tutorials, and research
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff, and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions, and regions
7. Contribute to the cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior while on an educational tour/visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintaining the highest standards of academic integrity while presenting one's own academic work
12. Help teachers in maintaining a learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATIVE
STAFF / ACADEMIC STAFF
FOR ACADEMIC YEAR 2019-2020**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members of the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Narendra Nath Jana	Convener	Dean Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. (Dr.) Tarun Samaddar	Member	Dean MBA
4	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
5	Prof. (Dr.) Rupendra Nath Chatterjee	Member	Professor EE & Academic Advisor
6.	Prof. Debajit Banerjee	Member	ME
7.	Prof. Tithi Chakraborty	Member	Assistant Professor -HU
8.	Prof. Dola Sarkar	Member	MBA
9.	Prof. (Dr.) Labakanta Mandal	Member	TIC-PHY
10.	Prof. (Dr.) Subodh Bhunia	Member	HOD - MATHS
11.	Ms. Shruti Ray	Member	Administration
12.	Mr. Sanjay Shaw	Member	Operations
13.	Mr. Amit Gupta	Member	IT
14.	Mr. Parmanand Pandit	Member	Accounts / Finance
15.	Ms. Richie Somaddar	Member	Human Resources

Code of Conduct for Administrative Staff / Academic Staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.

3. Staff members should not use their position in the institute for private advantage or gain.

4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as: acting in a fair, courteous and mature manner to students, colleagues and other stakeholders; co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service; endeavouring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.; taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises; being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.); being familiar with job requirements (eg. proper

preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job; being familiar with communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior that the institute finds unacceptable.

The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the Institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
- Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the Institute. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- Any willful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. Gross neglect of duties and responsibilities.
- Unauthorized absence from work.

- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.
- The following are examples of behaviour which could lead to formal disciplinary warnings.
- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures.
- Some offences of willful neglect may be regarded as gross misconduct.

Breaches of confidentiality:

- Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence.
- Certain behavior giving rise to an offence may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- In certain circumstances, such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct

Anti-Corruption and Anti-Bribery Policy

- Budge Budge Institute of Technology commits of zero tolerance towards fraudulent approaches including bribery

- Bribery of any sort shall not be paid or accepted from stakeholders, clients, suppliers, politicians, government / public official or general public etc for or on behalf of the University.
- Gifts or meals offered should be within normal civility.
- Also the Extract for Clause 11.10 'Gifts' of Human Resource Manual of the University states that 'in the discharge of his / her duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his / her family to accept from any person other than relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules'.
- This policy is applicable to all students, employees including senior management / directors of the University and third parties.
- Staff members are requested to report suspected violations of this Policy, and provide evidence of cases of bribery, corruption and manipulation; co-operate with any investigation or audit activities relating to matters covered by the Policy.
- Director of the institution is responsible for monitoring compliance with this policy, reporting the breaches and providing solutions.
- The contents of the Anti-Corruption and Bribery Policy will be reviewed on its effectiveness by the Internal Audit Department every two years and amendments if any required, may be made with the approval of the Board of Management.

Code of Conduct for Teachers

Budge Budge Institute of Technology declared the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.

- Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity.
- Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
- Work to establish and maintain a culture of mutual trust and respect.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work.
- Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant legislation and regulations.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.

- Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.
- Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

Professional Practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
- Act in the best interest of pupils/students.

Professional Development

Teachers should:

- Take personal responsibility for sustaining and improving the quality of their professional practice by:
- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- Availing of opportunities for career-long professional development.

Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

Code of conduct for students

- Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the *Student Code of Conduct*.
- Acts of dishonesty including the following:
 - Plagiarism, cheating, or other means of academic dishonesty.
 - Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
 - Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
 - Alteration with the election of College recognized student society.
- Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behavior in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.
- Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.

- Violation of published College policies, rules, or regulations including, but not limited to, smoking, traffic, and computer-related misconduct.
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.
- Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.
- The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or willfully disregarding an emergency or fire alarm system.
- Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or use of any instrument or object in a threatening or dangerous manner is prohibited.
- Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
- Is sufficiently severe, pervasive, and objectively offensive.

- Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
- Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
- Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.
- The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bongs, pipes, blunts, grinders and/or similar objects.
- Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.

INSTITUTIONAL STUDENTS' CODE OF CONDUCT **FOR ACADEMIC YEAR 2019-2020**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members from the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Narendra Nath Jana	Convener	Dean Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. (Dr.) Tarun Samaddar	Member	Dean MBA
4	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
5	Prof. (Dr.) Rupendra Nath Chatterjee	Member	Professor EE & Academic Advisor
6.	Prof. Debajit Banerjee	Member	ME
7.	Prof. Tithi Chakraborty	Member	Assistant Professor -HU
8.	Prof. Dola Sarkar	Member	MBA
9.	Prof. (Dr.) Labakanta Mandal	Member	TIC-PHY
10.	Prof. (Dr.) Subodh Bhunia	Member	HOD – MATHS
11.	Ms. Shruti Ray	Member	Administration
12.	Mr. Sanjay Shaw	Member	Operations

Preamble:

The Budge Budge Institute of Technology Students' Conduct and Disciplinary Code outline students' as well as staff's disciplinary policies to enforce discipline in the campus. The Disciplinary committee of the Institute has approved students' conduct and disciplinary code for the students studying in this Institute and Staff's code of conduct for the teaching and non-teaching employees of the institute. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

Objectives of the Code:

Budge Budge Institute of Technology affirms that the sole purpose of this educational institution is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the

inner strength. The establishment and maintenance of this institution 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 rights 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 very objective and cherished values of the institution.

- **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 provisions 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.

Responsibilities of the Students

It shall be the responsibilities of the students:

- To read, become familiar with and adhere to this code and any amendment brought to this code.
- To produce Identity Card while entering into any campus of the Institute.
- 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.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this code to the functionaries under this code.
- Student joining in any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

- **Behaviour of the Students:**

Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandas or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

- i. Groupies of any kind that would distort the harmony is not permitted.
- ii. Campus is a "Smoking free and Alcohol Free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iii. Silence shall be maintained in the premises of the Institute
- iv. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- v. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vi. Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- x. 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 campus or hostels.
- xi. No one shall bring, distribute or circulate unauthorized notices, 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.
- xii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiii. The Institution being a place of learning and an exclusive academic zone, nobody 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 Institute and shall eschew from violence in the campus and hostels and even outside.
- xiv. No student shall exert undue influence on fellow students.
- xv. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvi. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the Institute. Day-scholars should use the Institute transport facility for commuting.
- xvii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.

- xix. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xx. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxi. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice 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. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the head of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The head may summon the student(s) either verbally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The head may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

Minor Sanctions

- **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.
- **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.
- **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
 - **Hostel Privileges:** change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-
 - **Placement Activity**
- **Community Service:** assigned a specific number of hours of service.

Major Sanctions

- **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.
- **Suspension:** Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University 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 University or any property kept in the premises of the University due to the 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 thereby bringing it to its original form if it is possible.

- **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **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 University and such a student will not be eligible for readmission to any of the courses of this University

Right to Appeal

- The student(s) 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 either the Executive Director or the Vice Chairman. He/she should appeal within two weeks' time with proper justification of the appeal. The decision of the Executive Director or the Vice Chairman shall be final and binding on the students.
- Assistance from Law Enforcement Agencies the Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law-and-Order situation in the campus/ hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ Directors shall in such a case give a detailed report to the Director. The Deans/ Director can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities.
- Amendments to the Code the Board of Management of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the institute through notices put on the notice boards of the institute or through emails.

Anti-Ragging:

Budge Budge Institute of Technology has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009, anti-ragging committees and squads have already been formed. As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect. Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively. A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, Budge Budge Institute of Technology adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- The institute authorities will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion. Offenders will also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and will be liable for penal action.

Disciplinary procedures:

A student violating the University policy on substance abuse will face: A. Immediate suspension from the college, pending enquiry

B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.

C. The disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of Budge Budge Institute of Technology.

Policy Matters on Alcohol & Tobacco

The campus is declared as "Alcohol /Tobacco free campus"

- If a student is found possessing/consuming Tobacco/Alcohol in the premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility, and ultimately promotion. Employees who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

PROFESSIONAL VALUES

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession.

1. **Integrity:** Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthruses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented

efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such an attitude which provides synergy and satisfaction in their day to day life. A Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.
6. **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency or productivity
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



A handwritten signature in dark ink, appearing to read "Bhabes Bhattacharya".

Prof. (Dr.) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology



BBIT

Budge Budge Institute of Technology



**BUDGE BUDGE INSTITUTE OF
(A unit of Jagannath Gupta Family Trust)**

Nishchintapur, Budge Budge, Kolkata, West Bengal 700137

APPROVED BY AICTE

ACCREDITED BY NBA (CSE, EE, ECE, ME) & NAAC,

AFFILIATED TO MAKAUT & WBSCTVESD,

**RECOGNIZED BY UGC UNDER SECTION 2 (F) OF THE
UGC ACT, 1956**



HUMAN VALUES & PROFESSIONAL ETHICS

AY 2018 - 2019





HUMAN VALUES AND PROFESSIONAL ETHICS

Every individual has the fundamental right to an education. Quality education provides a strong foundation for personal development. Budge Budge Institute of Technology is committed to providing students with a value-based, high-quality education as well as opportunities for holistic development, thus living up to its motto of "Building Professionals, Building Nation".

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VISION OF THE INSTITUTE

To realize the full potential of knowledge through universal education and research so as to foster a new era of development and growth through innovations.

MISSION OF THE INSTITUTE

To open new horizons of knowledge and to promote academic growth by offering state-of-the-art undergraduate, postgraduate, and research programmes.

To keep pace with regional, national and global needs.

To play a pioneering role in shaping future generations through collaboration between academia and industry as well as between different national and international institutions.

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication is to express and support one's views to others.

HUMAN VALUES

Human value is defined as "a principle that promotes well-being or prevents harm." Human values can ensure a happy and harmonious human society. At BBIT, Kolkata we cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times, and practices. Human values help in understanding attitude, motivation, and behavior and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Adoration
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all

PROFESSIONAL ETHICS

The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN IDEAL RULES

1. Always strive for excellence

This is the first rule of achieving prominence in any endeavor; it is the quality that distinguishes you and your work. Excellence is service excellence that is remarkable and thus exceeds ordinary standards; it should be practiced to make a good quality impression on your superiors and colleagues.

2. Trustworthiness and Integrity

Being trustworthy is a moral quality that is regarded as a virtue, so it is decisive for an institution to function effectively, morally, and honestly while ensuring that everyone participates and that there is a system of checks and balances in place.

Following the principles and executing the tasks by the values of honesty, trust, transparency, and objectivity in the performance of duties is also significant.

3. Be accountable

Fostering an atmosphere of sincerity and trust that can accept mistakes and encourage people to accept responsibility for their actions.

4. Be courteous and respectful

Nurturing a culture of trust, reliability, and quality interaction, as well as ensuring the fair participation of the institution's employees and beneficiaries.

5. Be honest, open, and transparent

Honesty is a positive and virtuous characteristic that denotes truthfulness, directness of conduct, loyalty, equality, candor, and sincerity in communication. This ought to be a highly valued asset among employers and colleagues to foster trust and to increase your personal value to all.

6. Be competent and improve continually

Competence is an individual's ability to do a work aptly; it is a combination of knowledge, skills, and behavior used to improve performance. Competency develops through experience and the willingness to learn and adapt. Continuous self-development is a prerequisite to offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”.

This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

Adopting standards, policies, and procedures to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion, and other activities in an institution.

9. Be respectful of confidentiality

Fostering a shared vision of the institution to make everyone feel secure, supported, accepted, and included. Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

10. Set good examples

Respecting the set of rules or promises that prevents you from further and unauthorized dissemination of information is what confidentiality entails. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Director General Academics, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculty Members, Finance and Development Officer, Heads/Directors/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses
2. Comply with laws, rules, and regulations applied to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
4. Follow the highest degree of ethics in its decision-making in the best interest of the Institute.
5. Strive for creating an environment conducive to teaching, learning, research, and development according to the maximum potential of the University in order to bring social change and hence national and development.

6. Follow objectives and policies of the University and contribute constructively to achieving its mission and vision
7. Maintain confidentiality of the records and other sensitive matters endeavor to promote work culture and ethics that bring about quality, professionalism, and satisfaction.
8. Refrain from any misappropriation of financial and other resources.

Administrative Staff

Administrative Staff Administrative staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. encourage the staff to maximize their efficiency
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. co-operate and form a strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate a congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers Teaching is a noble and devout profession that tends to instill in students — knowledge, and values. His/her precepts and practices should reflect idealism, perfection, and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, and research work entrusted by the Institute with diligence, dedication, and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars, and professional meetings

3. co-operate and assist in the admission, examination, supervision, invigilation, and evaluation process of the Institute
4. create a conducive teaching-learning environment through innovative practices and knowledge sharing.
5. act as role models for students by displaying good conduct and character.
6. act as friends, philosophers, and mentors of students in identifying their potential and encourage them to improve their personality and contribution to the community welfare, environment, and national heritage.
7. encourage students to actively participate in activities of national priorities.
8. respect the rights and dignity of the students in expressing his /her opinions
9. refrain from harassment of students in any form.
10. deal justly and impartially with students regardless of their religion, caste, and political, economic, social, and physical characteristics.
11. refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
12. behave with dignity and courtesy with staff and fellow colleagues.

Students

Students at the Institute are expected to focus their efforts on learning and developing a well-rounded personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices, and traditions.
2. Remain punctual, disciplined, and regular in attending class lectures, tutorials, and research
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff, and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions, and regions
7. Contribute to the cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior while on an educational tour/visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintaining the highest standards of academic integrity while presenting one's own academic work
12. Help teachers in maintaining a learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATIVE
STAFF / ACADEMIC STAFF
FOR ACADEMIC YEAR 2018-2019**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members of the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Avijit Kar	Convener	Principal
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. Pradip Mandal	Member	TIC – HU
4	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
5	Prof. (Dr.) Sumit Kanjhilal	Member	TIC -CE
6.	Prof. Kakali Sengupta	Member	ECE
7.	Prof. Tapshri Sur	Member	CSE
8.	Prof. Ananya De	Member	Maths
9.	Prof. (Dr.) Subodh Bhunia	Member	HOD – MATHS
10.	Mr. Sanjay Shaw	Member	Administration
11.	Mr. Amit Gupta	Member	IT
12.	Mr. Parmanand Pandit	Member	Accounts / Finance
13.	Ms. Richie Somaddar	Member	Human Resources

Code of Conduct for Administrative Staff / Academic Staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.

4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as: acting in a fair, courteous and mature manner to students, colleagues and other stakeholders; co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service; endeavouring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.; taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises; being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.); being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job; being

familiar with communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior that the institute finds unacceptable.

The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the Institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
- Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the Institute. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- Any willful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. Gross neglect of duties and responsibilities.
- Unauthorized absence from work.

- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.
- The following are examples of behaviour which could lead to formal disciplinary warnings.
- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures.
- Some offences of willful neglect may be regarded as gross misconduct.

Breaches of confidentiality:

- Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence.
- Certain behavior giving rise to an offence may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- In certain circumstances, such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct

Anti-Corruption and Anti-Bribery Policy

- Budge Budge Institute of Technology commits of zero tolerance towards fraudulent approaches including bribery

- Bribery of any sort shall not be paid or accepted from stakeholders, clients, suppliers, politicians, government / public official or general public etc for or on behalf of the University.
- Gifts or meals offered should be within normal civility.
- Also the Extract for Clause 11.10 'Gifts' of Human Resource Manual of the University states that 'in the discharge of his / her duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his / her family to accept from any person other than relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules'.
- This policy is applicable to all students, employees including senior management / directors of the University and third parties.
- Staff members are requested to report suspected violations of this Policy, and provide evidence of cases of bribery, corruption and manipulation; co-operate with any investigation or audit activities relating to matters covered by the Policy.
- Director of the institution is responsible for monitoring compliance with this policy, reporting the breaches and providing solutions.
- The contents of the Anti-Corruption and Bribery Policy will be reviewed on its effectiveness by the Internal Audit Department every two years and amendments if any required, may be made with the approval of the Board of Management.

Code of Conduct for Teachers

Budge Budge Institute of Technology declared the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.

- Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity.
- Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
- Work to establish and maintain a culture of mutual trust and respect.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work.
- Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant legislation and regulations.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.

- Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

Professional Practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
- Act in the best interest of pupils/students.

Professional Development

Teachers should:

- Take personal responsibility for sustaining and improving the quality of their professional practice by:
- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- Availing of opportunities for career-long professional development.

Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

Code of conduct for students

- Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the *Student Code of Conduct*.
- Acts of dishonesty including the following:
 - Plagiarism, cheating, or other means of academic dishonesty.
 - Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
 - Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
 - Alteration with the election of College recognized student society.
 - Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behavior in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.
- Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
- Violation of published College policies, rules, or regulations including, but not limited to, smoking, traffic, and computer-related misconduct.

- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.
- Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.
- The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or willfully disregarding an emergency or fire alarm system.
- Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or use of any instrument or object in a threatening or dangerous manner is prohibited.
- Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
 - Is sufficiently severe, pervasive, and objectively offensive.
 - Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.

- Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
- Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.
- The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bongs, pipes, blunts, grinders and/or similar objects.
- Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.



INSTITUTIONAL STUDENTS' CODE OF CONDUCT

FOR ACADEMIC YEAR 2018-2019

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members from the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) Avijit Kar	Convener	Principal
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. Pradip Mandal	Member	TIC – HU
4	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
5	Prof. (Dr.) Sumit Kanjhilal	Member	TIC -CE
6.	Prof. Kakali Sengupta	Member	ECE
7.	Prof. Tapshri Sur	Member	CSE
8.	Prof. Ananya De	Member	Maths
9.	Prof. (Dr.) Subodh Bhunia	Member	HOD – MATHS
10	Mr. Sanjay Shaw	Member	Administration

Preamble:

The Budge Budge Institute of Technology Students' Conduct and Disciplinary Code outline students' as well as staff's disciplinary policies to enforce discipline in the campus. The Disciplinary committee of the Institute has approved students' conduct and disciplinary code for the students studying in this Institute and Staff's code of conduct for the teaching and non-teaching employees of the institute. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

Objectives of the Code:

Budge Budge Institute of Technology affirms that the sole purpose of this educational institution is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this institution 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 rights 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 very objective and cherished values of the institution.

- **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 provisions 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.

Responsibilities of the Students

It shall be the responsibilities of the students:

- To read, become familiar with and adhere to this code and any amendment brought to this code.
- To produce Identity Card while entering into any campus of the Institute.
- 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.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this code to the functionaries under this code.
- Student joining in any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

- **Behaviour of the Students:**

Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandas or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

- i. Groupies of any kind that would distort the harmony is not permitted.
- ii. Campus is a "Smoking free and Alcohol Free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iii. Silence shall be maintained in the premises of the Institute
- iv. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- v. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vi. Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- x. 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 campus or hostels.
- xi. No one shall bring, distribute or circulate unauthorized notices, 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.
- xii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiii. The Institution being a place of learning and an exclusive academic zone, nobody 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 Institute and shall eschew from violence in the campus and hostels and even outside.
- xiv. No student shall exert undue influence on fellow students.
- xv. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvi. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the Institute. Day-scholars should use the Institute transport facility for commuting.
- xvii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.

- xix. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xx. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxi. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice 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. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the head of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The head may summon the student(s) either verbally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The head may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

Minor Sanctions

- **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.
- **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.
- **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
 - **Hostel Privileges:** change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-
 - **Placement Activity**
- **Community Service:** assigned a specific number of hours of service.

Major Sanctions

- **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.
- **Suspension:** Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University 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 University or any property kept in the premises of the University due to the 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 thereby bringing it to its original form if it is possible.

- **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **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 University and such a student will not be eligible for readmission to any of the courses of this University

Right to Appeal

- The student(s) 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 either the Executive Director or the Vice Chairman. He/she should appeal within two weeks' time with proper justification of the appeal. The decision of the Executive Director or the Vice Chairman shall be final and binding on the students.
- Assistance from Law Enforcement Agencies the Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law-and-Order situation in the campus/ hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ Directors shall in such a case give a detailed report to the Director. The Deans/ Director can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities.
- Amendments to the Code the Board of Management of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the institute through notices put on the notice boards of the institute or through emails.

Anti-Ragging:

Budge Budge Institute of Technology has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009, anti-ragging committees and squads have already been formed. As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect. Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively. A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, Budge Budge Institute of Technology adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- The institute authorities will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion. Offenders will also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and will be liable for penal action.

Disciplinary procedures:

A student violating the University policy on substance abuse will face: A. Immediate suspension from the college, pending enquiry

B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.

C. The disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of Budge Budge Institute of Technology.

Policy Matters on Alcohol & Tobacco

The campus is declared as "Alcohol /Tobacco free campus"

- If a student is found possessing/consuming Tobacco/Alcohol in the premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility, and ultimately promotion. Employees who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

PROFESSIONAL VALUES

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession.

1. **Integrity:** Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.
5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such an attitude which provides synergy and satisfaction in their day to day life. A Positive

Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindliness and good common sense.

6. **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency or productivity
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion define performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



A handwritten signature in dark ink, appearing to read 'Bhabes'.

Prof. (Dr.) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology



BBIT

Budge Budge Institute of Technology



BUDGE BUDGE INSTITUTE OF TECHNOLOGY (A unit of Jagannath Gupta Family Trust)

Nishchintapur, Budge Budge, Kolkata, West Bengal 700137

APPROVED BY AICTE

ACCREDITED BY NBA (CSE, EE, ECE, ME) & NAAC,

AFFILIATED TO MAKAUT & WBSCTVESD,

RECOGNIZED BY UGC UNDER SECTION 2 (F) OF THE
UGC ACT, 1956



HUMAN VALUES & PROFESSIONAL ETHICS

AY 2017-2018





HUMAN VALUES AND PROFESSIONAL ETHICS

Every individual has the fundamental right to an education. Quality education provides a strong foundation for personal development. Budge Budge Institute of Technology is committed to providing students with a value-based, high-quality education as well as opportunities for holistic development, thus living up to its motto of "Building Professionals, Building Nation".

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VISION OF THE INSTITUTE

To realize the full potential of knowledge through universal education and research so as to foster a new era of development and growth through innovations.

MISSION OF THE INSTITUTE

To open new horizons of knowledge and to promote academic growth by offering state-of-the-art undergraduate, postgraduate, and research programmes.

To keep pace with regional, national and global needs.

To play a pioneering role in shaping future generations through collaboration between academia and industry as well as between different national and international institutions.

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication is to express and support one's views to others.

HUMAN VALUES

Human value is defined as "a principle that promotes well-being or prevents harm." Human values can ensure a happy and harmonious human society. At BBIT, Kolkata we cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times, and practices. Human values help in understanding attitude, motivation, and behavior and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Adoration
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all

PROFESSIONAL ETHICS

The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN IDEAL RULES

1. Always strive for excellence

This is the first rule of achieving prominence in any endeavor; it is the quality that distinguishes you and your work. Excellence is service excellence that is remarkable and thus exceeds ordinary standards; it should be practiced to make a good quality impression on your superiors and colleagues.

2. Trustworthiness and Integrity

Being trustworthy is a moral quality that is regarded as a virtue, so it is decisive for an institution to function effectively, morally, and honestly while ensuring that everyone participates and that there is a system of checks and balances in place.

Following the principles and executing the tasks by the values of honesty, trust, transparency, and objectivity in the performance of duties is also significant.

3. Be accountable

Fostering an atmosphere of sincerity and trust that can accept mistakes and encourage people to accept responsibility for their actions.

4. Be courteous and respectful

Nurturing a culture of trust, reliability, and quality interaction, as well as ensuring the fair participation of the institution's employees and beneficiaries.

5. Be honest, open, and transparent

Honesty is a positive and virtuous characteristic that denotes truthfulness, directness of conduct, loyalty, equality, candor, and sincerity in communication. This ought to be a highly valued asset among employers and colleagues to foster trust and to increase your personal value to all.

6. Be competent and improve continually

Competence is an individual's ability to do a work aptly; it is a combination of knowledge, skills, and behavior used to improve performance. Competency develops through experience and the willingness to learn and adapt. Continuous self-development is a prerequisite to offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”.

This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

Adopting standards, policies, and procedures to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion, and other activities in an institution.

9. Be respectful of confidentiality

Fostering a shared vision of the institution to make everyone feel secure, supported, accepted, and included. Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

10. Set good examples

Respecting the set of rules or promises that prevents you from further and unauthorized dissemination of information is what confidentiality entails. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Director General Academics, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculty Members, Finance and Development Officer, Heads/Directors/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses
2. Comply with laws, rules, and regulations applied to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
4. Follow the highest degree of ethics in its decision-making in the best interest of the Institute.
5. Strive for creating an environment conducive to teaching, learning, research, and development according to the maximum potential of the University in order to bring social change and hence national and development.

6. Follow objectives and policies of the University and contribute constructively to achieving its mission and vision
7. Maintain confidentiality of the records and other sensitive matters endeavor to promote work culture and ethics that bring about quality, professionalism, and satisfaction.
8. Refrain from any misappropriation of financial and other resources.

Administrative Staff

Administrative Staff Administrative staff would:

1. carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. encourage the staff to maximize their efficiency
3. create conditions that inspire teamwork.
4. act timely to readdress the genuine grievances.
5. maintain the confidentiality of the records and other sensitive matters.
6. co-operate and form a strong liaison with colleagues.
7. show care for the institution's property.
8. facilitate a congenial environment.
9. refrain from any form of discrimination.
10. not accept bribes or indulge in any corrupt practices.
11. make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers Teaching is a noble and devout profession that tends to instill in students — knowledge, and values. His/her precepts and practices should reflect idealism, perfection, and proficiency.

Teachers would:

1. perform duties, in the form of teaching, tutorial, practical, seminar, and research work entrusted by the Institute with diligence, dedication, and punctuality.
2. contribute to professional growth through continuous research and presentations in conferences, seminars, and professional meetings

3. co-operate and assist in the admission, examination, supervision, invigilation, and evaluation process of the Institute
4. create a conducive teaching-learning environment through innovative practices and knowledge sharing.
5. act as role models for students by displaying good conduct and character.
6. act as friends, philosophers, and mentors of students in identifying their potential and encourage them to improve their personality and contribution to the community welfare, environment, and national heritage.
7. encourage students to actively participate in activities of national priorities.
8. respect the rights and dignity of the students in expressing his /her opinions
9. refrain from harassment of students in any form.
10. deal justly and impartially with students regardless of their religion, caste, and political, economic, social, and physical characteristics.
11. refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
12. behave with dignity and courtesy with staff and fellow colleagues.

Students

Students at the Institute are expected to focus their efforts on learning and developing a well-rounded personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices, and traditions.
2. Remain punctual, disciplined, and regular in attending class lectures, tutorials, and research
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff, and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions, and regions
7. Contribute to the cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior while on an educational tour/visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintaining the highest standards of academic integrity while presenting one's own academic work
12. Help teachers in maintaining a learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATIVE
STAFF / ACADEMIC STAFF
FOR ACADEMIC YEAR 2017-18**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members of the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) C.V. Reddy	Convener	Director Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. Priyanka Chatterjee	Member	HOD – HU
4	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
5	Prof. (Dr.) Sumit Kanjhilal	Member	TIC -CE
6.	Prof. Kakali Sengupta	Member	ECE
7.	Prof. Tapshri Sur	Member	CSE
8.	Prof. Debajit Banerjee	Member	ME
9.	Prof. (Dr.) Subodh Bhunia	Member	HOD - Maths
11.	Mr. Sanjay Shaw	Member	Administration
12.	Mr. Amit Gupta	Member	IT
13.	Mr. Parmanand Pandit	Member	Accounts / Finance

Code of Conduct for Administrative Staff / Academic Staff

1. Staff members should display the highest possible standards of professional behaviour that is required in an educational establishment
2. Staff members should seek to co-operate with their colleagues, providing support, help and guidance as required by them and Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.

6. Staff members should be aware of, and should follow institute policies systems and procedures. They should normally communicate through the management structure, and should ensure students do likewise.

7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.

8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as: acting in a fair, courteous and mature manner to students, colleagues and other stakeholders; co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service; endeavouring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.; taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises; being fit for work (i.e. not adversely influenced by drugs, alcohol, etc.); being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job; being familiar with communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behavior that the institute finds unacceptable.

The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

- Any form of physical/verbal violence towards students.
- Physical violence, actual or threatened towards other staff or visitors to the Institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
- Removal from Institute premises of property which is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Willful damage of Institute property or of property belonging to other staff or visitors to the Institute. Willful disregard of safety rules or policies affecting the safety of students, other staff or visitors to the Institute.
- Any willful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given by staff with a supervisory responsibility. Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.

- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.
- Conduct which substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.
- The following are examples of behaviour which could lead to formal disciplinary warnings.
- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures.
- Some offences of willful neglect may be regarded as gross misconduct.

Breaches of confidentiality:

- Deliberate breaches on sensitive matters may be regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behavior towards other employees, students, and visitors which gives justifiable offence.
- Certain behavior giving rise to an offence may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- In certain circumstances, such behavior may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct

Anti-Corruption and Anti-Bribery Policy

- Budge Budge Institute of Technology commits of zero tolerance towards fraudulent approaches including bribery
- Bribery of any sort shall not be paid or accepted from stakeholders, clients, suppliers, politicians, government / public official or general public etc for or on behalf of the University.
- Gifts or meals offered should be within normal civility.

- Also the Extract for Clause 11.10 'Gifts' of Human Resource Manual of the University states that 'in the discharge of his / her duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his / her family to accept from any person other than relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules'.
- This policy is applicable to all students, employees including senior management / directors of the University and third parties.
- Staff members are requested to report suspected violations of this Policy, and provide evidence of cases of bribery, corruption and manipulation; co-operate with any investigation or audit activities relating to matters covered by the Policy.
- Director of the institution is responsible for monitoring compliance with this policy, reporting the breaches and providing solutions.
- The contents of the Anti-Corruption and Bribery Policy will be reviewed on its effectiveness by the Internal Audit Department every two years and amendments if any required, may be made with the approval of the Board of Management.

Code of Conduct for Teachers

Budge Budge Institute of Technology declared the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.
- Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity.

- Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
- Work to establish and maintain a culture of mutual trust and respect.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work.
- Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant legislation and regulations.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.
- Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

Professional Practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.
- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
- Act in the best interest of pupils/students.

Professional Development

Teachers should:

- Take personal responsibility for sustaining and improving the quality of their professional practice by:
- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- Availing of opportunities for career-long professional development.

Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.

- Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

Code of conduct for students

- Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the *Student Code of Conduct*.
- Acts of dishonesty including the following:
 - Plagiarism, cheating, or other means of academic dishonesty.
 - Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
 - Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
 - Alteration with the election of College recognized student society.
- Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behavior in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.
- Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
- Violation of published College policies, rules, or regulations including, but not limited to, smoking, traffic, and computer-related misconduct.
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.

- Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.
- The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or willfully disregarding an emergency or fire alarm system.
- Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or use of any instrument or object in a threatening or dangerous manner is prohibited.
- Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
 - Is sufficiently severe, pervasive, and objectively offensive.
 - Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
 - Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.

- Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.
- The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bongs, pipes, blunts, grinders and/or similar objects.
- Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.



INSTITUTIONAL STUDENTS' CODE OF CONDUCT

FOR ACADEMIC YEAR 2017-18

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members from the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) C.V. Reddy	Convener	Director - Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. Priyanka Chatterjee	Member	HOD – HU
4	Mr. Tapas Satapathi	Member	Registrar
5	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
6.	Prof. (Dr.) Sumit Kanjilal	Member	TIC -CE
7.	Prof. Kakali Sengupta	Member	ECE
8.	Prof. Tapshri Sur	Member	CSE
9.	Prof. Debajit Banerjee	Member	ME
10.	Prof. (Dr.) Subodh Bhunia	Member	HOD – MATHS
11.	Mr. Sanjay Shaw	Member	Administration
12.	Mr. Amit Gupta	Member	IT
13.	Mr. P. Pandit	Member	Finance / Accounts

Preamble:

The Budge Budge Institute of Technology Students' Conduct and Disciplinary Code outline students' as well as staff's disciplinary policies to enforce discipline in the campus. The Disciplinary committee of the Institute has approved students' conduct and disciplinary code for the students studying in this Institute and Staff's code of conduct for the teaching and non-teaching employees of the institute. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

Objectives of the Code:

Budge Budge Institute of Technology affirms that the sole purpose of this educational institution is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting

themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this institution 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 rights 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 very objective and cherished values of the institution.

- **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 provisions 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.

Responsibilities of the Students

It shall be the responsibilities of the students:

- To read, become familiar with and adhere to this code and any amendment brought to this code.
- To produce Identity Card while entering into any campus of the Institute.
- 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.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this code to the functionaries under this code.
- Student joining in any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

- **Behaviour of the Students:**

Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandas or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

- i. Groupies of any kind that would distort the harmony is not permitted.
- ii. Campus is a "Smoking free and Alcohol free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iii. Silence shall be maintained in the premises of the Institute
- iv. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- v. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vi. Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- x. 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 campus or hostels.
- xi. No one shall bring, distribute or circulate unauthorized notices, 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.
- xii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiii. The Institution being a place of learning and an exclusive academic zone, nobody 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 Institute and shall eschew from violence in the campus and hostels and even outside.
- xiv. No student shall exert undue influence on fellow students.
- xv. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvi. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the Institute. Day-scholars should use the Institute transport facility for commuting.
- xvii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.

- xix. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xx. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxi. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice 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. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the head of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The head may summon the student(s) either verbally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The head may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

Minor Sanctions

- **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.
- **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.
- **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
 - **Hostel Privileges:** change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-
 - **Placement Activity**
- **Community Service:** assigned a specific number of hours of service.

Major Sanctions

- **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.
- **Suspension:** Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University 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 University or any property kept in the premises of the University due to the 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 thereby bringing it to its original form if it is possible.

- **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **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 University and such a student will not be eligible for readmission to any of the courses of this University

Right to Appeal

- The student(s) 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 either the Executive Director or the Vice Chairman. He/she should appeal within two weeks' time with proper justification of the appeal. The decision of the Executive Director or the Vice Chairman shall be final and binding on the students.
- Assistance from Law Enforcement Agencies the Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law-and-Order situation in the campus/ hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ Directors shall in such a case give a detailed report to the Director. The Deans/ Director can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities.
- Amendments to the Code the Board of Management of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the institute through notices put on the notice boards of the institute or through emails.

Anti-Ragging:

Budge Budge Institute of Technology has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009, anti-ragging committees and squads have already been formed. As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect. Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively. A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, Budge Budge Institute of Technology adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- The institute authorities will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion. Offenders will also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and will be liable for penal action.

Disciplinary procedures:

A student violating the University policy on substance abuse will face: A. Immediate suspension from the college, pending enquiry

B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.

C. The disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of Budge Budge Institute of Technology.

Policy Matters on Alcohol & Tobacco

The campus is declared as "Alcohol /Tobacco free campus"

- If a student is found possessing/consuming Tobacco/Alcohol in the premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility, and ultimately promotion. Employees who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

PROFESSIONAL VALUES

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession.

1. **Integrity:** Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented

efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such an attitude which provides synergy and satisfaction in their day to day life. A Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.
6. **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency or productivity
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



A handwritten signature in dark ink, appearing to read "Bhabes Bhattacharya".

Prof. (Dr.) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology



BBIT

Budge Budge Institute of Technology



**BUDGE BUDGE INSTITUTE OF
(A unit of Jagannath Gupta Family Trust)**

Nischintapur, Budge Budge, Kolkata, West Bengal 700137

APPROVED BY AICTE

ACCREDITED BY NBA (CSE, EE, ECE, ME) & NAAC,

AFFILIATED TO MAKAUT & WBSCTVESD,

**RECOGNIZED BY UGC UNDER SECTION 2 (F) OF THE
UGC ACT, 1956**



HUMAN VALUES & PROFESSIONAL ETHICS

AY 2016 - 2017





HUMAN VALUES AND PROFESSIONAL ETHICS

Every individual has the fundamental right to an education. Quality education provides a strong foundation for personal development. Budge Budge Institute of Technology is committed to providing students with a value-based, high-quality education as well as opportunities for holistic development, thus living up to its motto of "Building Professionals, Building Nation".

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VISION OF THE INSTITUTE

To realize the full potential of knowledge through universal education and research so as to foster a new era of development and growth through innovations.

MISSION OF THE INSTITUTE

To open new horizons of knowledge and to promote academic growth by offering state-of-the-art undergraduate, postgraduate, and research programmes.

To keep pace with regional, national and global needs.

To play a pioneering role in shaping future generations through collaboration between academia and industry as well as between different national and international institutions.

OBJECTIVES: HUMAN VALUES & PROFESSIONAL ETHICS

The prime objective of knowing and prescribing Human Values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Engineering Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication is to express and support one's views to others.

HUMAN VALUES

Human value is defined as "a principle that promotes well-being or prevents harm." Human values can ensure a happy and harmonious human society. At BBIT, Kolkata we cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities.

Human values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth, etc. that enhance the fundamental goodness of human beings and society at large. They are the values that human beings cherish and hold in common, consciously and otherwise, in most places and times, and practices. Human values help in understanding attitude, motivation, and behavior and also influence one's perception of the world. They enable the interpretation of "right and wrong" and provide ways to understand humans and organizations. The principal human values are discussed in brief as follows:

The six core human values that we focus upon are:

1. Right conduct
2. Communal Harmony
3. Peace
4. Truth
5. Adoration
6. Nonviolence
7. Discipline
8. Integrity
9. Honesty
10. Respect for all

PROFESSIONAL ETHICS

The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN IDEAL RULES

1. Always strive for excellence

This is the first rule of achieving prominence in any endeavor; it is the quality that distinguishes you and your work. Excellence is service excellence that is remarkable and thus exceeds ordinary standards; it should be practiced to make a good quality impression on your superiors and colleagues.

2. Trustworthiness and Integrity

Being trustworthy is a moral quality that is regarded as a virtue, so it is decisive for an institution to function effectively, morally, and honestly while ensuring that everyone participates and that there is a system of checks and balances in place.

Following the principles and executing the tasks by the values of honesty, trust, transparency, and objectivity in the performance of duties is also significant.

3. Be accountable

Fostering an atmosphere of sincerity and trust that can accept mistakes and encourage people to accept responsibility for their actions.

4. Be courteous and respectful

Nurturing a culture of trust, reliability, and quality interaction, as well as ensuring the fair participation of the institution's employees and beneficiaries.

5. Be honest, open, and transparent

Honesty is a positive and virtuous characteristic that denotes truthfulness, directness of conduct, loyalty, equality, candor, and sincerity in communication. This ought to be a highly valued asset among employers and colleagues to foster trust and to increase your personal value to all.

6. Be competent and improve continually

Competence is an individual's ability to do a work aptly; it is a combination of knowledge, skills, and behavior used to improve performance. Competency develops through experience and the willingness to learn and adapt. Continuous self-development is a prerequisite to offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes in accordance with the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”.

This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

Adopting standards, policies, and procedures to promote and ensure equal opportunity without any discrimination against an individual or a group seeking education, employment, promotion, and other activities in an institution.

9. Be respectful of confidentiality

Fostering a shared vision of the institution to make everyone feel secure, supported, accepted, and included. Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills, and attitudes to achieve excellence in due time and within regulatory boundaries.

10. Set good examples

Respecting the set of rules or promises that prevents you from further and unauthorized dissemination of information is what confidentiality entails. Over the course of your career, information will be passed on to you in confidence – either from the organization or from colleagues- and it is important to be true to such confidences.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Director General Academics, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculty Members, Finance and Development Officer, Heads/Directors/Nodal Officers of Departments/Cells/Programmes, Academic Statutory Bodies, etc.

The authority would

1. be responsible to observe that the provisions of Acts/Statutes/Ordinances and Regulations of the Institute are strictly adhered to in all its businesses
2. Comply with laws, rules, and regulations applied to the Institute.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources, and concern for the environment and sustainability
4. Follow the highest degree of ethics in its decision-making in the best interest of the Institute.
5. Strive for creating an environment conducive to teaching, learning, research, and development according to the maximum potential of the University in order to bring social change and hence national and development.

6. Follow objectives and policies of the University and contribute constructively to achieving its mission and vision
7. Maintain confidentiality of the records and other sensitive matters endeavor to promote work culture and ethics that bring about quality, professionalism, and satisfaction.
8. Refrain from any misappropriation of financial and other resources.

Administrative Staff

Administrative Staff Administrative staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performance.
2. Encourage the staff to maximize their efficiency
3. Create conditions that inspire teamwork.
4. Act timely to readdress the genuine grievances.
5. Maintain the confidentiality of the records and other sensitive matters.
6. Co-operate and form a strong liaison with colleagues.
7. Show care for the institution's property.
8. Facilitate a congenial environment.
9. Refrain from any form of discrimination.
10. Not accept bribes or indulge in any corrupt practices.
11. Make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers Teaching is a noble and devout profession that tends to instill in students — knowledge, and values. His/her precepts and practices should reflect idealism, perfection, and proficiency.

Teachers would:

1. Perform duties, in the form of teaching, tutorial, practical, seminar, and research work entrusted by the Institute with diligence, dedication, and punctuality.

2. Contribute to professional growth through continuous research and presentations in conferences, seminars, and professional meetings
3. Co-operate and assist in the admission, examination, supervision, invigilation, and evaluation process of the Institute
4. Create a conducive teaching-learning environment through innovative practices and knowledge sharing.
5. Act as role models for students by displaying good conduct and character.
6. Act as friends, philosophers, and mentors of students in identifying their potential and encourage them to improve their personality and contribution to the community welfare, environment, and national heritage.
7. Encourage students to actively participate in activities of national priorities.
8. Respect the rights and dignity of the students in expressing his /her opinions
9. Refrain from harassment of students in any form.
10. Deal justly and impartially with students regardless of their religion, caste, and political, economic, social, and physical characteristics.
11. Refrain from taking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities.
12. Behave with dignity and courtesy with staff and fellow colleagues.

Students

Students at the Institute are expected to focus their efforts on learning and developing a well-rounded personality.

The students would:

1. Abide by Acts/Statutes/Ordinances, rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices, and traditions.
2. Remain punctual, disciplined, and regular in attending class lectures, tutorials, and research
3. Observe modesty in their overall appearance and behavior.
4. Behave with dignity and courtesy with teachers, staff, and fellow students.
5. Act as role models for junior students by attaining the highest level of values and morality
6. Maintain harmony among students belonging to different socio-economic statuses, communities, castes, religions, and regions
7. Contribute to the cleanliness of the campus and its surroundings.
8. Show respect and care for the institutional properties.
9. Observe proper behavior while on an educational tour/visit or excursion.
10. Be honest in providing truthful information about all documents.
11. Maintaining the highest standards of academic integrity while presenting one's own academic work
12. Help teachers in maintaining a learning environment conducive for all students.
13. Strive to keep campus ragging free.
14. Be sensitive to gender issues.
15. Be sensitive to societal needs and development.
16. Maintain good health and refrain from any kind of intoxicants.

**INSTITUTIONAL CODE OF CONDUCT FOR ADMINISTRATIVE
STAFF / ACADEMIC STAFF
FOR ACADEMIC YEAR 2016-17**

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members of the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) C.V. Reddy	Convener	Director Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Prof. Priyanka Chatterjee	Member	HOD – HU
4	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
5	Prof. (Dr.) Sumit Kanjilal	Member	CE
6.	Prof. Kakali Sengupta	Member	ECE
7.	Prof. Tapshri Sur	Member	CSE
8.	Prof. Ananya De	Member	Maths
9.	Prof. (Dr.) Subodh Bhunia	Member	HOD – MATHS
10.	Mr. Sanjay Shaw	Member	Administration
11.	Mr. Amit Gupta	Member	IT
12.	Mr. Parmanand Pandit	Member	Finance/Accounts

Code of Conduct for Administrative Staff / Academic Staff

1. Staff members should display the highest possible standards of professional behavior that are required in an educational establishment.
2. Staff members should seek to co-operate with their colleagues, providing support, help, and guidance as required by them the Head of Department (HOD) / administrative head, and enable effective communication throughout the institute.
3. Staff members should not use their position in the institute for private advantage or gain.
4. Staff members should avoid words and deeds that might bring the institute into disrepute or might undermine colleagues in the perception of others (staff/students/parents/community).

5. Staff members should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
6. Staff members should be aware of, and should follow institute policy systems and, procedures. They should normally communicate through the management structure and should ensure students do likewise.
7. Continuing professional development and support shall be provided by the institute and, where appropriate and agreed, will be based on the objectives of the Institute Development Plan. Periodically, employees will be required to attend certain training activities.
8. Staff members should attend their place of work punctually in accordance with their conditions of service. Those unable to avoid being late or absent should, whenever possible, give as much notice to the HOD or administrative head, so that alternative arrangements may be made.

Confidentiality

Staff shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.

They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students, or parents.

Professional Behaviour

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as: acting in a fair, courteous and mature manner to students, colleagues and other stakeholders; co-operating and liaising with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service; endeavoring to assist the institute achieve its corporate and strategic objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality; respect for institute property; maintaining the image of the institute through standards of dress, general courtesy, correct use of institute stationery, etc.; taking responsibility for the behaviour and conduct of students in the classroom and sharing such responsibility elsewhere on the premises; being fit for work (ie not adversely influenced by drugs, alcohol, etc.); being familiar with job requirements (eg. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc), including keeping up-to-date with developments relevant to the job; being familiar with

communication channels and Institute procedures applicable to both students and staff; ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security; respect for the rights and opinions of others.

Disciplinary Rules

The following are examples of behaviour that the institute finds unacceptable.

The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgment in all cases and to be fair and reasonable in all the circumstances.

Any form of physical/verbal violence towards students.

- Physical violence, actual or threatened towards other staff or visitors to the Institute.
- Sexual offences, sexual insults or sexual discrimination against students, other staff or visitors to the Institute Racial offences, racial insults or racial discrimination against students, other staff or visitors to the Institute.
- Theft of Institute money or property and of money or property of colleagues or visitors to the Institute.
- Removal from Institute premises of property that is not normally taken away without the express authority of the Director / Principal or of the owner of the property may be regarded as gross misconduct.
- Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
- Acceptance of bribes or other corrupt financial practices.
- Wilful damage of Institute property or of property belonging to other staff or visitors to the Institute. Wilful disregard of safety rules or policies affecting the safety of students, other staff, or visitors to the Institute.
- Any wilful act which could result in actionable negligence for compensation against the Institute.
- Refusal to comply with reasonable instructions given with supervisory responsibility. Gross neglect of duties and responsibilities.
- Unauthorized absence from work.
- Being untruthful and/or engaging in deception in matters of importance within the Institute community.
- Deliberate breaches of confidentiality particularly on sensitive matters.
- Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.

- Conduct substantially brings the name of the Institute into disrepute or which seriously undermines confidence in the employee.
- The following are examples of behaviour which could lead to formal disciplinary warnings.
- Unsatisfactory timekeeping without permission.
- Neglect of safety rules and procedures.
- Some offences of wilful neglect may be regarded as gross misconduct.

Breaches of confidentiality:

- Deliberate breaches on sensitive matters maybe regarded as gross misconduct.
- Failure to comply with reasonable work-related requirements or lack of care in fulfilling the duties of the post.
- Behaviour towards other employees, students, and visitors which gives justifiable offence.
- Certain behaviour giving rise to an offence may be regarded as gross misconduct.
- Acting in a manner that could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour.
- In certain circumstances, such behaviour may be regarded as gross misconduct.
- Conduct which is considered to be adversely affecting either the reputation of the institute or affects confidence in the employee. Such conduct may be regarded as gross misconduct

Anti-Corruption and Anti-Bribery Policy

- Budge Budge Institute of Technology commits of zero tolerance towards fraudulent approaches including bribery
- Bribery of any sort shall not be paid or accepted from stakeholders, clients, suppliers, politicians, government / public official or general public etc. for or on behalf of the University.
- Gifts or meals offered should be within normal civility.
- Also the Extract for Clause 11.10 'Gifts' of Human Resource Manual of the University states that 'in the discharge of his / her duties, no employee shall, except with the prior sanction of the competent authority, accept or permit his wife or any other member of his / her family to accept from any person other than

relatives any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules'.

- This policy is applicable to all students, employees including senior management / directors of the University and third parties.
- Staff members are requested to report suspected violations of this Policy, and provide evidence of cases of bribery, corruption and manipulation; co-operate with any investigation or audit activities relating to matters covered by the Policy.
- Director of the institution is responsible for monitoring compliance with this policy, reporting the breaches and providing solutions.
- The contents of the Anti-Corruption and Bribery Policy will be reviewed on its effectiveness by the Internal Audit Department every two years and amendments if any required, may be made with the approval of the Board of Management.

Code of Conduct for Teachers

Budge Budge Institute of Technology declared the following standards that apply to all registered teachers regardless of their position.

Professional Values and Relationships

Teachers should:

- Be committed, caring and fair to the best interests of the students entrusted their care, and seek to inspire, motivate and celebrate endeavor and success.
- Acknowledge and respect the uniqueness, individuality and specific needs of pupils/students and promote their holistic development.
- Be faithful to fairness, inclusion, to respecting and accommodating diversity including differences arising from civil status, family status, gender, sexual orientation, religion, socioeconomic status age, disability, race, ethnicity.
- Seek to build up positive associations with students, institute management, colleagues, parents and others in the institute community, that are characterized by professional integrity and judgment.
- Work to establish and maintain a culture of mutual trust and respect.

Professional Integrity

Teachers should:

- Act with honesty and integrity in all aspects of their work.
- Respect the confidentiality of information gained and the privacy of others in the course of professional practice, unless there is a justifiable concern for the wellbeing of an individual or a legal necessity requires disclosure.
- Represent themselves, their professional status, qualifications and experience honestly.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on pupils/students.

Professional Conduct

Teachers should:

- Uphold the reputation and standing of the profession.
- Take all reasonable steps in relation to the care of pupils/students under their supervision, so as to ensure their safety and welfare.
- Work within the framework of relevant legislation and regulations.
- Report, where appropriate, incidents or matters which impact on pupil/student welfare.
- Communicate effectively with colleagues, parents, students, institute management and those in the organization community in a supportive, collaborative and professional and based on conviction and respect.
- Ensure communiqué with colleagues, students, institute management and parents is appropriate, including communication via electronic medium, such as texting, e-mail and social networking sites.

Professional Practice

Teachers should:

- Maintain high standards of practice in relation to pupil/student learning, planning, monitoring, assessing, reporting and providing feedback.
- Apply their knowledge and experience in facilitating pupils'/students' holistic development.

- Plan and communicate clear, challenging and achievable expectations for pupils/students.
- Create an environment where pupils/students can become active agents in the learning process and develop lifelong learning skills.
- Be open and responsive to constructive feedback regarding practice, in a context of mutual respect and if necessary, seek appropriate support, counselling and guidance.
- Act in the best interest of pupils/students.

Professional Development

Teachers should:

- Take personal responsibility for sustaining and improving the quality of their professional practice by:
- Actively maintaining their professional knowledge and understanding to ensure it is current.
- Reflecting on and critically evaluating their professional practice, in light of their professional knowledge base.
- Availing of opportunities for career-long professional development.

Professional Collegiality and Collaboration

Teachers should:

- Work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Work in a collaborative manner with pupils/students, parents, institute management, other members of staff, relevant professionals and the wider institute community, as appropriate, in seeking to effectively meet the needs of pupils/students.
- Engage with the planning, implementation and evaluation of curriculum at classroom and institute level.

Code of conduct for students

- Below is a list of actions that will be subject to disciplinary sanctions. The list is not all-encompassing. Being under the influence of drugs and/or alcohol will not serve as an excuse if found in violation of the *Student Code of Conduct*.
- Acts of dishonesty including the following:
- Plagiarism, cheating, or other means of academic dishonesty.
- Providing false information to any College official, faculty member, office, or hearing board acting in performance of their duties.
- Alteration, Forgery, record, or misuse of any College document, or instrument of identification.
- Alteration with the election of College recognized student society.
- Disruptive activity that causes the obstruction of teaching, learning, research, administration, conduct, or infringement upon the rights of others. Such activity includes, instructional program that interferes with the faculty member or behaviour in a classroom or the ability of others to profit from the class or presenter's ability to conduct the class or program.
- Failure to comply with the directions of College officials or law enforcement officers acting in performance of their duties.
- Violation of published College policies, rules, or regulations including, but not limited to, smoking, traffic, and computer-related misconduct.
- Theft of any kind, including seizing, receiving, or concealing property with knowledge that it has been stolen is prohibited. Possession, Sale, or misappropriation of any services or property without the title-holder's permission is also prohibited.
- Damage to, or destruction of, property or actions that have the potential for such damage or destruction is prohibited. Conduct that threatens to damage or creates hazardous conditions such as throwing, dropping, or causing substances or objects to fall from doors, ledges, balconies, windows, or roofs is also forbidden. This includes unauthorized application of paint, graffiti etc. to property or removal of security screens, window restrictors etc.

- The unauthorized creation of a fire within a building or on College grounds, safety or health hazards including tampering with fire safety equipment, failure to evacuate College buildings, or wilfully disregarding an emergency or fire alarm system.
- Harm to Persons: Actions which result in physical harm, have the potential for physically harming another person, which create circumstances that poses a threat of physical harm to another, or which cause reasonable fretfulness of physical harm are prohibited.
- Harassment: Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person is prohibited. Such conduct includes, but is not limited to, action(s) or statement(s) that threaten harm, that intimidate a person, stalking, voyeurism (or peeping), or any other form of unwanted contact.
- Weapons, firearms, or explosives: illegal, unauthorized or possession of ammunition, firearms or other weapons (including, but not limited to, knives, slingshots, metal knuckles, paintball guns, BB guns, and air pistols). The display or use of any instrument or object in a threatening or dangerous manner is prohibited.
- Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that:
 - Is sufficiently severe, pervasive, and objectively offensive.
 - Unreasonably interferes with, limits or deprives someone of the ability to participate in or benefit from the College's educational program and/or activities.
 - Is based on power differentials (including quid pro quo), the creation of a hostile environment, or retaliation.
- Alcohol is not permitted in the College. Consumption of alcohol in the campus is prohibited. Illegal possession of alcohol is prohibited. Providing alcohol to anyone is prohibited. The sale or purchase of alcohol on any College property is prohibited.
- The possession, sale, use or consumption of illegal drugs (including illegal use of prescription medication) and/or drug paraphernalia is prohibited. Paraphernalia includes but is not limited to the following: bonges, pipes, blunts, grinders and/or similar objects.

- Violation of national, state, or local law(s). The arrest or detention for an alleged violation of a national, state, or local law(s) not covered by these policies may subject the student to adjudication under the standard of proof utilized by the Student Code of Conduct for that alleged violation.



INSTITUTIONAL STUDENTS' CODE OF CONDUCT

FOR ACADEMIC YEAR 2016-17

The Committee responsible for the proposal of the code of conduct as well as ensuring it is followed rigorously is composed of a convener and members from the faculty and staff:

Sr. No.	Name of the Faculty	Designation	Department
1	Prof. (Dr.) C.V. Reddy	Convener	Director ,Academics
2	Prof. (Dr.) Siladitya Bandhopadhyay	Member	Dean-Student Welfare
3	Mr. Tapas Satapathi	Member	Registrar
4	Prof. (Dr.) Priyanka Chatterjee	Member	HOD – HU
5	Prof. (Dr.) Bimal Kumar Dutta	Member	HOD-CSE
6.	Prof. (Dr.) Sumit Kanjhilal	Member	TIC -CE
7.	Prof. Kakali Sengupta	Member	ECE
8.	Prof. Tapashri Sur	Member	CSE
9.	Prof. Ananya De	Member	Maths
10.	Prof. (Dr.) Subodh Bhunia	Member	HOD – MATHS
11.	Mr. Sanjay Shaw	Member	Administration
12	Mr. Amit Gupta	Member	IT
13.	Mr. P. Pandit	Member	Finance / Accounts

Preamble:

The Budge Budge Institute of Technology Students' Conduct and Disciplinary Code outline students' as well as staff's disciplinary policies to enforce discipline in the campus. The Disciplinary committee of the Institute has approved students' conduct and disciplinary code for the students studying in this Institute and Staff's code of conduct for the teaching and non-teaching employees of the institute. The student discipline system is designed for an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus.

Objectives of the Code:

Budge Budge Institute of Technology affirms that the sole purpose of this educational institution is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this institution 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 rights 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 very objective and cherished values of the institution.

- **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 provisions 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.

Responsibilities of the Students

It shall be the responsibilities of the students:

- To read, become familiar with and adhere to this code and any amendment brought to this code.
- To produce Identity Card while entering into any campus of the Institute.
- 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.
- To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- To report any violation of this code to the functionaries under this code.
- Student joining in any academic programme of the Institute will have to give an undertaking (Annexure-I) to the effect that he/ she will comply with the provisions

envisaged in this code in letter and spirit and even if it is not given, he/ she will be bound by the provisions of this code.

- **Behaviour of the Students:**

Students are expected to spend their free time in the Library/ Reading Room. They shall not loiter along the verandas or gather in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.

- i. Groupies of any kind that would distort the harmony is not permitted.
- ii. Campus is a "Smoking free and Alcohol free Campus". Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the campus and hostels.
- iii. Silence shall be maintained in the premises of the Institute
- iv. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- v. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- vi. Students shall refrain from all activities considered as ragging which is a criminal offence.
- vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- viii. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- x. 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 campus or hostels.
- xi. No one shall bring, distribute or circulate unauthorized notices, 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.
- xii. No student shall collect money either by request or by coercion from others within the Campus or hostels.
- xiii. The Institution being a place of learning and an exclusive academic zone, nobody 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 Institute and shall eschew from violence in the campus and hostels and even outside.
- xiv. No student shall exert undue influence on fellow students.
- xv. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- xvi. No student is allowed to use motor vehicles in the campus and Hostel as it is banned by the Institute. Day-scholars should use the Institute transport facility for commuting.
- xvii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.

- xviii. No student shall leave the campus when the session is on without the permission of the Tutor Mentor/ Dean.
- xix. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- xx. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteens and messes.
- xxi. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to disciplinary sanctions depending upon the gravity of the misconduct or depending on its recurrence. Disciplinary sanctions may be imposed after investigation by the appropriate committees. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or malpractice 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. No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/ or access to services.

Modalities of Investigation

When the head of the respective committee receives information regarding alleged violation of any rule or regulation of the students' conduct and disciplinary code (refer Section 5) by the students, the respective Chairman shall investigate the same.

- i. The head may summon the student(s) either verbally or in writing to appear at a specified date, time and place in connection with an alleged violation.
- ii. The head may dispose of a violation as being unfounded, may impose disciplinary sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective committee.
- iii. No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student(s).
- iv. The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

Minor Sanctions

- **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.
- **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.
- **Suspension of privileges:** prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.
 - **Hostel Privileges:** change of hostels, expulsion from hostels, compensation for damage; fines up to Rs. 10,000/-
 - **Placement Activity**
- **Community Service:** assigned a specific number of hours of service.

Major Sanctions

- **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.
- **Suspension:** Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.
- **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property of the University or any property kept in the premises of the University 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 University or any property kept in the premises of the University due to the 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 thereby bringing it to its original form if it is possible.
- **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- **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 University and such a student will not be eligible for readmission to any of the courses of this University.

Right to Appeal

- The student(s) 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 either the Executive Director or the Vice Chairman. He/she should appeal within two weeks' time with proper justification of the appeal. The decision of the Executive Director or the Vice Chairman shall be final and binding on the students.
- Assistance from Law Enforcement Agencies the Deans/Directors shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law-and-Order situation in the campus/ hostel and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ Directors shall in such a case give a detailed report to the Director. The Deans/ Director can also arrange for a video recording of the entire situation and take requisite actions through police and other concerned authorities.
- Amendments to the Code the Board of Management of the Institute shall have the power to amend any of the provisions in this code. The amendments shall be brought to the knowledge of the students and faculty of the institute through notices put on the notice boards of the institute or through emails.

Anti-Ragging:

Budge Budge Institute of Technology has the track record of being a completely ragging free academic campus and hostels. Harassment in any form in and around the campus as well as in the hostels and outside is completely prohibited. Severe punishment is meted out to any student indulging in ragging. In conformity to the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions-2009, anti-ragging committees and squads have already been formed. As stipulated in the Regulation, undertakings in the appropriate format are being taken from the Student and Parent to this effect. Also, as per provision in the Regulation, necessary steps have been taken in different aspects to curb the ragging effectively. A nationwide toll free 24x7 anti ragging helpline 1800-180-5522 (helpline@antiragging.in)

Policy on Substance Abuse

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus, Budge Budge Institute of Technology adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine,

Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and any other drugs and substances mentioned in **The Narcotic Drugs and Psychotropic Act 1985**.

- The possession, use and/or distribution of substances of abuse are prohibited on the University premises & hostels.
- The institute authorities will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion. Offenders will also come under the purview of **Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act)** and will be liable for penal action.

Disciplinary procedures:

A student violating the University policy on substance abuse will face:

A. Immediate suspension from the college, pending enquiry

B. Parent/legal guardian will be informed immediately and will be expected to meet the Dean/Director of the School at the earliest.

C. The disciplinary committee will conduct an enquiry and submit the report to the Dean/Director of the School who will initiate further action in consultation with the Director - Student Affairs of Budge Budge Institute of Technology.

Policy Matters on Alcohol & Tobacco

The campus is declared as “Alcohol /Tobacco free campus”

- If a student is found possessing/consuming Tobacco/Alcohol in the premises or Hostel, the Disciplinary Committee (DC) will take appropriate action.

WORK ETHICS

Work ethics is defined as a set of attitudes concerned with the value of work, which forms the motivational orientation. It is a set of values based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

The work ethics are aimed at ensuring the economy (get a job, create wealth, earn a salary), productivity (wealth, profit), safety (in the workplace), health and hygiene (working conditions), privacy (raise a family), security (permanence against contractual, pension, and retirement benefits), cultural and social development (leisure, hobby, and happiness), welfare (social work), environment (anti-pollution activities), and offer opportunities for all, according to their abilities, but without discrimination. Work ethics are not just hard work but also a set of accompanying virtues, whose crucial role is the development and sustaining of a high degree of professionalism.

Work ethic is a value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. A work ethic may include being reliable, having initiative, or pursuing new skills.

Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility, and ultimately promotion. Employees who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

Work ethic is basically the belief that work is a good moral. It also refers to a set of values that are defined and characterized by diligence and hard work. Work ethic can as well be defined as the inherent ability of work to strengthen character.

PROFESSIONAL VALUES

Human values and professional ethics are complementary to each other. Whereas human values convey personal conviction, ethics describe the accepted principles and standards of conduct about moral duties and virtues as applied to an organization. Codes of professional ethics guide the stakeholders of an organization about the desirable and undesirable acts related to the profession.

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession.

1. **Integrity:** Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthuses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistently moral and ethical standards.
2. **Credibility& Responsibility:** The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.
3. **Loyalty:** Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, the society, and their fellow citizens and to the nation.
4. **Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

5. **Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. Positive attitude people are most successful in their life. One should develop such an attitude which provides synergy and satisfaction in their day to day life. A Positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.
6. **Valuing Time:** Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency or productivity
7. **Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.



A handwritten signature in black ink, appearing to read 'Bhabes'.

Prof. (Dr.) Bhabes Bhattacharya
Director General Academics
Budge Budge Institute of Technology