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No. 22/1, Near Manyata Tech park,

Nagawara, Bengaluru - 560045, Karnataka, INDIA.

Ph.: +91-080-2544 1722 / 3744 / 3690

Fax: +91-80-2544 3813 Email: info@hkbk.edu.in URL: www.hkbk.edu.in

HKBK/Academics/2017-2018

Date: 01.12.2018

JOB RESPONSIBILITIES AND DUTIES OF PROFESSOR / HOD

- 1. Providing leadership in relevant field of program specialization.
- 2. Research and research guidance.
- 3. Consultancy Services.
- 4. Teaching including laboratory set up and book writing.
- 5. Evaluation of tutorial, assignment and students study materials.
- 6. Interaction with Industry.
 - 7. Students counselling.
 - 8. Interaction with industries, other universities at state, national and international levels.
 - 9. Leading team in organizing seminar, technical talk, faculty development program.
 - 10. Publishing papers in national and international journals.
 - 11. Fellowship of professionals' bodies.
 - 12. Industrial liaising to promote summer and final placements.
 - 13. Review of academic activities of the department periodically.
 - 14. Maintenance of dead stock, semi consumable, consumable registers with the help of lab in-charges.
 - 15. To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department.
 - 16. To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
 - 17. To organize for accreditation and make presentations to the visiting expert terms.
- 18. To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions.

- 19. Any other duties assigned by the Principal from time to time.
- 20. Shall conduct himself/herself befitting the noble profession of teaching and refrain himself/herself & colleagues from the temptation of private tuition and indulging in unfair practices.
- 21. Organize parents meet/HR meets in association with T & P.

Principal

Principal

Principal

HKBK College of Engineering

S No.22/1, Nagawara

S.No.22/1, Nagawara Arabic College Post Bangalore - 560 045

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JOB RESPOSIBILITIES OF ASSOCIATE PROFESSOR/ASSISTNAT PROFESSOR

- 1. Teaching and ensuring attendance of students as per University norms.
- 2. Planning and implementation of instructions received from Head of Department/principal.
- 3. Student's assessment and evaluation.
- 4. Developing resource material for teaching and learning.
- 5. Extension of services to the industry and community.
- 6. Continuing education activities.
- 7. Organize co-curricular and extra curricular activities.
 - 8. Students counseling/mentoring scheme implementation.
 - 9. R&D work on industrial problems & consultancy.
 - 10. Liaison with parents and community.
 - 11. Publication of research papers, at least one in a year.
 - 12. Participate at least in one seminar/conference/workshop in an academic year.
 - 13. Participate in departmental administration.
 - 14. Shall become member of at least one relevant professional bodies at his/her own cost.
 - 15. Contribute to the activities sustaining accreditation of the institute.
 - 16. Assist in summer and final placement activities.
 - 17. Examination work pertaining to College University such as supervision and assessment etc.
 - 18. Arrangement of remedial classes.
 - 19. Generation of resources from various funding agencies.
 - 20. Upgrading of qualifications.
 - 21. Writing of books & monographs.
 - 22. Any other duties assigned by the Management and Principal/HOD from time to time.

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13. Arrangenthichtichtenallabane

Principal

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JOB RESPONSIBILITIES OF LAB INSTRUCTOR

- 1. To draw the lab schedules for the students and display on the board.
- 2. To record and maintain attendance of the students.
- 3. To ensure discipline of the students in the laboratory.
- 4. To assist students in conducting experiment in laboratory.
- 5. To conduct lab examination as and when required.
- 6. To assist the system administrator to maintain the network and the computers.
- 7. To maintain database of marks of various exams and assist faculty member in compilation & submission of term work, preparation of marks lists.
- 8. To assist the faculty member in conducting lab sessions of their students.
 - 9. To maintain the dead stock /consumable/semi consumable registers of respective laboratories.
 - 10. To maintain the continuous assessment records of students in respective term work.
 - 11. Maintenance of all instruments/ equipment in the respective laboratories.
 - 12. To carry out any other duties assigned by the faculty member/Professor/Head/Principal.
 - 13. To take care of day to day cleanliness & ensure that the laboratories are kept in presentable form experiment setup and stalking the instruments at their respective shelves/CupBoards.
 - 14. To check at least once in a week working of instruments & equipment under laboratory.
 - 15. To prepare the requirement of consumables for the lab & place indent for the same.

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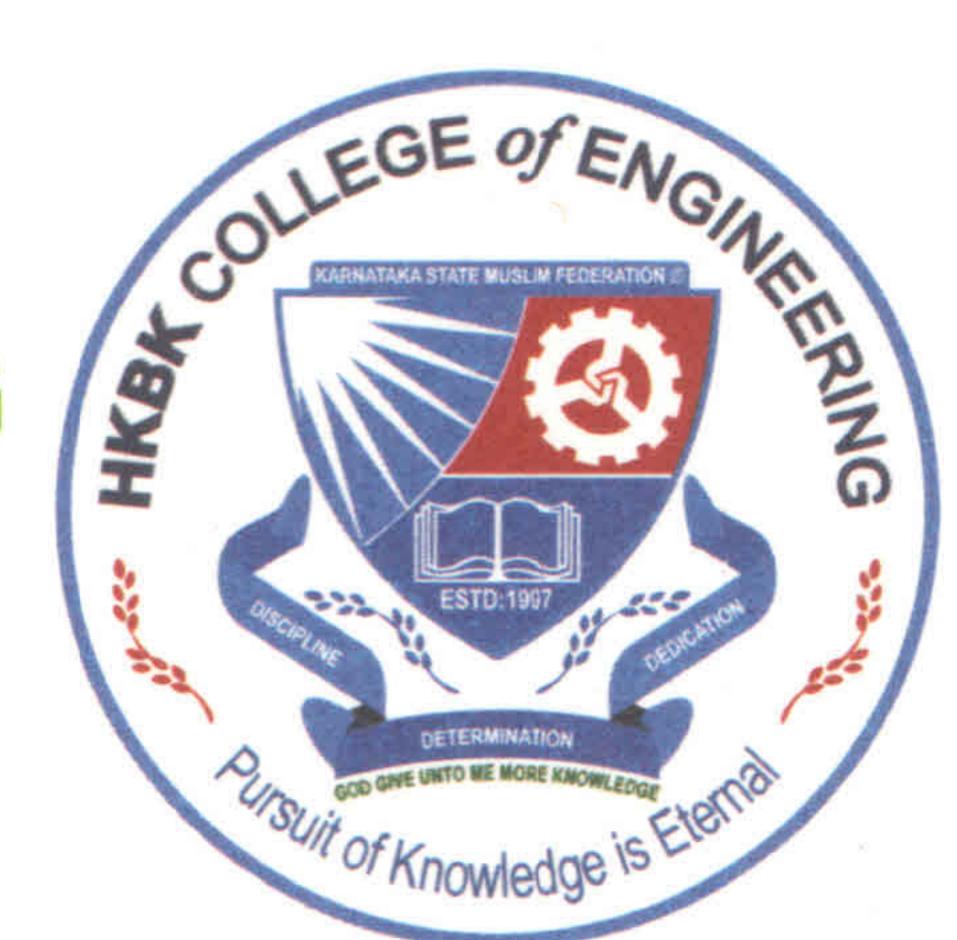
Date: 01.12.2018

Job Responsibilities of Examination Officer

- 1. To organize all works related to university examinations such as preparation of supervision chart, appointments of senior supervisors in consultation with principal.
- 2. To correspond and process university regarding university examinations, results of students and students' complaints regarding examinations.
- 3. To organize the filling of examination forms, revaluation & verification forms of students & submit to university.
- 4. To obtain results of students and disseminate among all stake holders.
- 5. To send requirement of examination stationary to University & maintaining records.
 - 6. To arrange for online examinations as per schedule and comply with instructions of university.
 - 7. To maintain the records of all passed out students in a separate register and in a soft copy.
 - 8. To see the day to day notification/circular on university website & bring the contents to the notice of students/faculty / principal from University.
 - 9. To send the program of proposed practical examinations dates to university & get final programme of practical/oral examinations.
 - 10. To submit term work / oral practical marks to University in time bound manner.
 - 11. To organize arrangement of furniture and numbering of examination seats for University examinations.
 - 12. To receive the examination stationery from University & keep in the strong room.
 - 13. To ensure Safety of key of strong room in his/her custody and seal it securely and open in front of Principal/Chief Superintendent.
 - 14. Any other duties assigned by the Principal from time to time.

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JOB RESPONSIBILITIES OF OFFICE SUPERINTENDENT

- 1. Scrutinize Admission & Eligibility documents and registers of admission.
- 2. Supervise and maintain personal files of staff and faculty.
- 3. Maintain P.F. account and LIC account of all employees.
- 4. Discipline and work schedule of class IV employees.
- 5. Scrutinize attendance register of staff and put up to the Principal for his counter signature daily.
- 6. Maintain records of compensatory off and see that the same are availed in the subsequent week/ Month.
 - 7. Maintain casual leave register.
 - 8. Maintain movement register for staff under office administration.
 - 9. Supervise daily reports received from security section and other sections of the college.
 - 10. Maintain key board and supervise key movement register.
 - 11. Initiate disciplinary action wherever necessary on instructions of principal
 - 12. Render/Guidance/Assistance to Accounts & other Sections whenever required/ask for.
 - 13. Organize printing of brochures and placement documents for the institute.
 - 14. Assist Principal in receiving guests and visiting dignitaries in a dignified manner.
 - 15. Initiate and record all correspondence & put up the same to Principal /HOD & section heads.
 - 16. Liaisioning with University / AICTE/ students welfare and scholarships agencies of government
 - 17. Social Welfare department on related matters.
 - 18. He/She shall be responsible for all the matters assigned to establishment section, students section, stores section, maintenance section and security section.
 - 19. To supervise control of admission section, he/she shall not deal with admission matter directly or indirectly.
 - 20. General discipline & Healthy relations maintained among the staff of Institute.
 - 21. To receive parents/Visitors/students in a dignified & delightful manner so that nobody gets hurt & sort out problem in concern with HOD/section heads.

- 22. To see that all the minor grievances of students in respect of administration, personal problems if any sympathetically & sort out the same in time bound manner & always student happy of contained.
- 23. To take care of biometric requirement.
- 24. To collect attendance register of department & put up the same for security of principal.
- 25. Any other duties assigned by the principal from time to time.

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JOB RESPONSIBILITIES OF SYSTEM ADMINISTRATOR

- 1. To maintain the network and PCs.
- 2. To allocate login and passwords to students and staff.
- 3. To attend any complaints received from students and staff regarding PC or the network.
- 4. To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- 5. To assist the management/principal/HoDs in procurement of hardwares software and equipment.
- 6. To ensure back up of critical information regularly and at specific intervals.
- 7. To maintain discipline in the lab and the server room.
- 8. To dispose or write off items in accordance with the procedure Laid down by Government.
- 9. To maintain internet connectivity and take steps to prevent misuse.
- 10. To assist faculty member in conducting lab sessions.

Princip

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HKBK/Academics/2017-2018

Date: 01.12.2018

JOB RESPONSIBILITIES OF PLACEMENT OFFICER

- 1. Prepare a data bank of potential industries for placements and keep updating.
- 2. Initiate correspondence with industries and organize recruitment process for placements.
- 3. Organize HR meet to strengthen rapport with corporate world.
- 4. Organize printing of placement Brochures/soft copies of information regarding students' placements.
- 5. Obtain feedback from industries regarding strength and weaknesses of students who have been placed in respective companies.
 - 6. Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students at least for their year.
 - 7. Grooming the students for placements by organizing soft skill trainings.
 - 8. Counseling of students regarding emerging areas of job opportunities.
 - 9. Organize talks by experts to motivate students to seek job opportunities in emerging areas.
 - 10. Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate activities.
 - 11. To pay regular visit to industries & establish strong network with placement/consultancies /R& D/training & establishment of linkages under guidance of Principal.

12. Any other duties assigned by the Principal from time to time.

Principal

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HKBK/Academics/2017-2018

Date: 01.12.2018

Job responsibilities of Accountant

- 1. To maintain account records pertaining to construction work.
- 2. To prepare documents for submission of six monthly and annual audit.
- 3. To prepare budget estimate of the college under guidance of Principal and HOD/section heads take periodical review of the same.
- 4. To keep up to date all the requirements & records for submission to various agencies of the University and Government.
- 5. To verify bills for payment and check the monthly pay sheet.
- 6. To check the cash book daily.
- 7. To file E TDS returns.
- 8. Maintain all statutory books of accounts such as dead stock registers, ledgers, consumable register, register of fixture and fittings, printing and attest the same every month.
- 9. To hold custody of receipt books and vouchers
- 10. To prepare all the records as required by the statutory auditors and present the same regularly to the statutory auditors.
- 11. To control and check the advance register and ensure timely recovery of advances.
- 12. To supervise maintenance of all the files and records pertaining to Accounts Section held by Accounts Assistants. .
- 13. To hold one of the duplicate keys of the cash box.
- 14. To receive record of fees collections from bank counters & maintain its records.
- 15. To notify & collect dues from students & ensure that all fees are collected in same academic year under guidance of Vice Principal (Administrative).
- 16. To reconciliation of bank statement and fees received.
- 17. To verify bills for payment.
- 18. To maintain register for advance and ensure timely settlement of the advances.
- 19. Maintaining of all the files duly numbered updated in all respects.
- 20. To prepare monthly pay-sheet and payment to parties.
- 21. To settle journey claims and advances.
- 22. To prepare TDS statement and submit to Chartered Accountant.
- 23. To type all the letters pertaining to section and at the time of emergency typing other work assigned by Office Supdt. and Officers. To maintain Fee Collection register.

24. To maintain cash book and attest the same by Accountant daily and Principal once in a week.

25. To ensure writing of ledger by the cashier.

- 26. Follow up with Social Welfare Office for balance fee payment receivable and transactions with SBI treasury branch for cheque clearance.
- 27. To receive record of fee collections from bank counter & maintain record.
- 28. Any other duties assigned by the Principal from time to time.

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Date: 01.08.2018

CODE OF CONDUCTS FOR THE STUDENTS

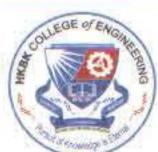
CAMPUS

- 1- Students must reach their lecture halls five minutes before the scheduled time.
- 2- Students are required to wear I-Card inside the campus from entry to exit.
- 3- Use of cell phones is not allowed in classes/labs.
- 4- Students are allowed to avail the facility of Library, Internet and Cafeteria during free hours only.
- 5- Only standard books recommended by the institute are allowed.
- 6- Students are advised not to use made easy guides, solved papers or poor standard books etc.
- 7- Students should keep themselves informed by the latest updates on the notice boards/E-mails/ WhatsApp Groups /Website
- 8- Students can see the Answer Sheets of Internal Exams. In case of discrepancy, respective faculty member should be approached.
- 9- The students are expected to observe the traffic rules-MV Act; specially 3 riders on a bike, without Helmet, etc.
- 10- Edibles/soft drinks are not allowed during the teaching hours in class rooms.
- 11-Students are expected to maintain high standard of decorum and avoid filthy language and conflicts.
- 12- Ex-students/outsiders are advised entering in the campus to seek prior permission before
- 13- Avoid misuse of dusters, chalks and white board markers.
- 14-Care must be taken while using institute's property e.g. furniture, fixtures, computers, lab equipment, etc.
- 15-Avoid writing indecent remarks neither on the green/white boards nor on walls and any other fixtures.
- 16- Students are expected to observe a decent dress code in college hours
- 17- Students should always wear shoes for protection

- 10



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Hostel Rules

All resident of hostel have to compulsorily abide to the rules of Hostel. Every resident must remember that student on the campus and hostel is the sweet home.

- 1- Every Resident has to be present for evening attendance.
- Each Resident has to mark his own attendance.
- 3- No Resident is allowed to stay in the hostel during academic Hours. Exemption only in case of an permission of Asst. Rectors & Warden.
- 4- If any Resident has to go to the town for any work, He must fill the out Pass form and make an entry in the register with security guard on duty.
- 5- In case of Medical issues, Resident should inform the warden. Also inform the same to his buddy friend to inform about their friend's illness to the warden.
- 6- If any Resident requires utility car to visit the doctor, prior information should be given as the car will be available in specific.
- 7- No Female person will be allowed inside the Boys' hostel & Male Person in Girls 'Hostel premises. Visitors may meet Resident student outside the gate of Residents' Hostel up to 7:00 pm with the permission of Asst. Rector / warden.
- 8- Relatives are allowed in the common room only.
- 9- Permission must be taken from the Warden / Asst. Rector regarding stay of relative in the hostel who shall be required to pay the stay charges as per the policy.
- 10- Any complaints or suggestion by the students must be communicated to Asst. Rector through respective Wing Representative.
- 11- Resident's will be liable to penalty for any damage of hostel Property singly or collectively.
- 12-Consumption of tobacco, cigarette, alcohol etc. is strictly prohibited. If found, Resident will be expelled from the Hostel
- 13-Use of unauthorized electrical appliances such as rod, kettle, induction stove and heater etc, are strictly prohibited. Resident s using such electrical appliances will be penalized for the same and the appliance will be confiscated.
- 14- Room Furniture, electrical fittings are required to be maintained by students in good condition.
- 15-No form of any groupism shall be tolerated.
- 16-Resident should not get involved in arguments or otherwise interfere with duties of employees of hostel.
 - 17-If any suggestion or complaint to be made, it shall be made to warden/ Chief Rector through Wing Representative.
 - 18-Fans and lights must be switched off when Residents leave their rooms, In case it is noticed that fans/lights are functional in locked room, a penalty for wasting energy resources, light/ Fans

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will be levied. Today's saving will help tomorrow. So carefully use water and Energy Resources.

- 19- The room of any Resident's in hostel can be inspected at any time by warden/Rector or any unauthorized member.
- 20- Resident must vacate their rooms during summer vacation and handover the keys to Wardens.
- 21- While leaving the hostel, at the end of the academic year' all the furniture and fixtures in sound condition are to be handed over to the hostel warden and obtained no dues certificate.
- 22- Every hostel inmates shall co-operate with the hostel. Mess& Wing Representatives.
- 23- Co-operate to maintain decorum of hostel'.
- 24-Modification or addition to Hostel Rules may be made from time to time which shall be communicated as and when necessary.

MESS

- 1- Students are expected to take meals in the mess, and should not carry food or mess utensils outside the mess area in any case'
- Any grudges against the quality or quantity of food should be reported to the concern Asst. Rector / Warden / Asst. Warden'
- 3- Misbehaviour with mess or hostel staff is punishable.
- 4- Wastage of food is a social evil Avoid it'.

Hostel Timings

Bed Timings 11: OO PM-6: OOAM

Breakfast 7: 45 AM 8: 20 AM

Lunch 12.45 PM 01:30 PM

Dinner 7: OO PM 8:30 PM (max)

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Principal
HKBK College of Engineering
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Arabic College Post
Bangalore - 560 045

Pag 2/2

HKBK College of Engineering, Bangalore	Details of various College Committees

	THE PRINT OF THE P		
	Head	Members	Activities
	Dr. M.S. Bhagyashekar, Principal	Prof. Hussain Ahmed - Convenor Dr. Syed Mustafa Dr. R. Loganathan	Smooth running of classes, result review, Academic Activity review, etc
		Dr. Syed Abu Sayeed Mohammed Prof Sheik Haroon Safdar	
		Mahak	
		Dr. Sanaulla P.F	
		Chan	
		Dr. C.S. Nagabnusnan Prof. Vanaja V	
10:	DISCIPLINARY COMMITTEE		
	Dr. Chandrakumar (Physics)		Respond to allegations of misbehaviors or academic
		Prof. Asghar Pasha-IS	misconduct, educate students about impact of their
		Prof. Sharavana K-IS	behaviors, Honest conduct & rights of others, investigate
		Dr. Suraiya Tarannum-EC	and respond to complaints made about HBKCE;
		Prof. Soni MEEE	investigate allegations and take action.
		Prof. Parvez Alam Khan-MBA	
		Dr. Balasaraswathy S-Physics	
		Prof. Shubha MChemistry	
		Prof. Umme Salma-Mathematics	
		Prof. Augustin REnglish	
3	SPORTS COMMITTEE		
	Dr Arshad Pasha	Prof. Pakruddin B-CS	Preparation of sports calendar of events/Sports
		Prof. Archana Hombalimath-CS	development/inviting coaches and training the students for
		Prof. Mahesha-IS	State Level Events
		Prof. Mohammed Shahbaaz-CV	
		Prof. Shaik Imam-EC	

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	Prof Noorain Zaba-F.	
	Tansee	
	Mohan	
	Prof. Mubarak Ali-CV	
	Prof. Soni M-EEE	
	Prof. Afroz Pasha-EEE	
	Prof. Muhammed Fajid-MBA	
	Prof. N. Thanganayaki-Physics	
	nrith	
	Prof. P. Chithra-English	
4. CULTURAL COMMITTEE		
Prof. Shaik Haroon Safdar	Prof. Manjula H.T-CS	Conducting cultural /events, facilitating student
	Prof. Manzoor Ahmed-CS	participation in other institutions at State/Inter State Level
	Prof. Ramya K M-CS	
	A SHOW	
	Prof. Aparna Nair-IS	
	Prof. Tanseef Khan-ME	
	Prof. Yaseer Pasha-ME	
	Prof. Rashmi D-CV	
	Prof. Mohammed Umais-CV	
	Prof. Sumaiya Banu-MBA	
	Prof. Malashree GEEE	
	Prof. Afroz Pasha-EEE	
	Prof. Surat Pyari-EEE	
	Prof. Pavithra-Physics	
	Mahad	
	Prof. P. Chithra-English	
5. Placement Committee		
Prof Prameela	Prof. Pakruddin B-CS	Establishing the contacts with reputed firms, arranging
	Prof. Shruthi-IS	campus interview, conducting programmes e.g. soft skills,
	Duct Abdul Aria EC	1.0

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Prof.	antural.	nar-ME	
Prof.		ed Shahbaaz-CV	
LIBRARY COMMITTEE Dr. Sana Ulla P.F Prof.	- 1	EE	
Dr. Sana Ulla P.F Dr. Sana Ulla P.F Prof.	Vanaja	MBA	
Dr. Sana Ulla P.F Prof.	COMMITTEE		
Prof.	P.F Mary	hisiya .B-CS	Library functioning/automation, updating library as per
Prof.	Aparm	air M.KIS	AICTE norms.
Prof.	Sufia	n-EC	
TRANSPORT COMMITTEE Prof.		sha-ME	
Prof. Prof. Prof. Prof.	22 22)-CV	
TRANSPORT COMMITTEE Mr. Ja Prof. Prof. Prof. Prof. Prof. COLLEGE DAY COMMITTEE Prof.	Sumaiy	3anu-MBA	
TRANSPORT COMMITTEE Mr. Je Prof.	Surat F	i-EEE	
TRANSPORT COMMITTEE Mr. Jameel Ahmed—Prof. Abdul Mujeeb-Prof. Seema Shivpu Prof. Shafoufta Task Prof. Vijayalakshmi Dr. Suraiya Taramu Prof. Shahbaaz Hak Prof. Ramya H.M-M Prof. Mahaboob Tabrez B Prof. Manjula H.T-C Prof. Bhagya K-CS Prof. Devisivashank Prof. Obevisivashank Prof. Naseela Jehan-Prof. Naseela Jehan-Prof. Abdul Saleem-Prof. Rahil Azhar A Drof. Ilmais-CV		ni SMathematics	
Mr. Jameel Ahmed-Prof. Abdul Mujeeb-Prof. Seema Shivpu Prof. Shafouffa Task Prof. Vijayalakshmi. Dr. Suraiya Tarannu Prof. Shahbaaz Hak Prof. Ramya H.M-N-Prof. Mahaboob Tabrez B Prof. Manjula H.T-C Prof. Bhagya K-CS Prof. Ramya K M-C Prof. Naseela Jehan-Prof. Naseela Jehan-Prof. Naseela Jehan-Prof. Aparna Nair-IS Prof. Rahil Azhar A Drof. IlmaisCV	TCOMMITT		
COLLEGE DAY COMMITTEE Prof. Abdul I Prof. Shafoul Prof. Vijayal. Dr. Suraiya T Prof. Shahba Prof. Ramya Prof. Manjuli Prof. Manjuli Prof. Manjuli Prof. Bhagya Prof. Bhagya Prof. Devisiv Prof. Naseela Prof. Aparna Prof. Abdul S Prof. Rahil A Prof. Rahil	Jameel	1 1	
Prof. Seema Prof. Shafoul Prof. Vijayal Dr. Suraiya 1 Prof. Ramya Prof. Mahaboob Tabrez B Prof. Ramya Prof. Bhagya Prof. Bhagya Prof. Naseela Prof. Naseela Prof. Naseela Prof. Aparna Prof. Abdul S Prof. Rahil A Prof. Abdul S Prof. Rahil A P	Abdul	jeeb-ME	
COLLEGE DAY COMMITTEE Prof. Shafoul Prof. Shahba Prof. Ramya Prof. Manjula Prof. Bhagya Prof. Bhagya Prof. Devisiv Prof. Naseela Prof. Aparna Prof. Abdul Sprof. Rahil Aparna Prof. Rahil Apart. Prof. Rah		ivpur-CS	
COLLEGE DAY COMMITTEE Prof. Ramya Prof. Mahaboob Tabrez B Prof. Bhagya Prof. Bhagya Prof. Bhagya Prof. College Day Committee Prof. Manjula Prof. Ramya Prof. Ramya Prof. Ramya Prof. Aparna Prof. Abdul S Prof. Abdul S Prof. Rahil A Prof. Rahil A Prof. Rahil A Prof. Rahil A		Taskeen-IS	
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Ramya Devisi Nasee Aparn Abdul Rahil Irmai		-CS	coordinating their functions,
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	Prof. Deepilka Nair-IS	student facilities
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Dr. Syed Mustafa	Prof. Nidhi Sinha-CS	Setup ISTE students chapter & conducting ISTE sponsor
	Prof. Rakheeba Taseen-IS	programs
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		Mr. Vinal A.L Student Counsellor	
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		Ms. Aiman Anjum-Student	
		Mr. Mohammed Meher-Student	
		Mrs. Badrunissa-Member Advocate	
26	SC/ST Welfare Committee		
	Prof. Pavan Kumar-ME	Prof. Harish HME	
		Prof. Younus Pasha-ME	
		Prof. Rahil Azhar Ali-ME	
		Prof. Amreen RME	
27	Centre for Entrepreneur Developr	nent - CED	
	Prof. Sheik Haroon Safdar	Prof. Vanaja – MBA	
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		Prof. Asghar Pasha-IS	
		Prof. Rashmi Rani SEC	
		Prof. Nidha Maheen-EC	
		Prof. Tanseef Khan-ME	
		Prof. Rashmi D-CV	
		Prof. Malashree GEEE	
		Prof. Surat Pyari-EEE	
		Prof. Smrithi Hebbar-Physics	
		Prof. Pavithra-Physics	
		f. Suma	
		Prof. Chandrakala H. L-CS	
		Prof. Rajashekhar Reddy-IS	
		Prof. Surendra KV-EC	
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		Prof. Anees Fathima-EC	
		Prof. Ray-ME	
		Prof. Angeline Mary-CV	
		Prof. Sumaiya Banu-MBA	
		Prof. Afroz Pasha-EEE	
	Creative Club	Prof. Reshma Lill Mathew-CS	
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Dr. Arshad Pasha - PED	Prof. Galeebathulla-IS	
	Prof. Shaik Imam-EC	
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VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

Constitution of India, Professional Ethics and Human Rights (CPH)

(Common to all branches)

[As per Outcome Based Education(OBE) and Choice Based Credit System (CBCS) scheme] (Effective from the academic year 2018-19)

Course Code	: 17CPH39/49	SEE Marks: 30
Contact Hours/Week: 01 hr Theory /week		CIE Marks: 20
Total Hours	: 15	Exam: 02 hr
Semester	: III / IV	Credit: 1

Course Learning Objectives: This course (17CPH39/49) will enable the students

To assimilate and get familiarized with basic information about Indian constitution and provide overall legal literacy to the young technograts to manage complex societal issues in the present scenario.

To identify their individual roles and ethical responsibilities towards society.

To understand engineering ethics & responsibilities, through the learning of these topics students will be able to understand human rights/ values and its implications in their life.

MODULE-I

Introduction and Basic Information about Indian Constitution

The Necessity of the Constitution, The Societies before and after the Constitution adoption. Introduction to the Indian constitution, The making of the Constitution, The Role of the Constituent Assembly - Preamble and Salient features of the Constitution of India. Fundamental Rights and its Restriction and limitations in different Complex Situations. Directive Principles of State Policy (DPSP) & it's present relevance in our society with examples. Fundamental Duties and its Scope and significance in Nation building.

(Duration: 03 Hours & RBT Levels: L1, L2 & L3)

MODULE-II

Union Excutive and State Excutive

Parliamentary System, Federal System, Centre-State Relations.

Union Executive – President, Prime Minister, Union Cabinet, Parliament - LS and RS, Parliamentary Committees, Important Parliamentary Terminologies. Supreme Court of India, Judicial Reviews and Judicial Activism.

State Executives – Governor, Chief Minister, State Cabinet, State Legislature, High Court and Subordinate Courts, Special Provisions (Article 370.371,371J) for some States.

(Duration: 03 Hours & RBT Levels: L1, L2 & L3)

MODULE-III

Elections, Amendments and Emergency Provisions

Elections, Electoral Process, and Election Commission of India, Election Laws.

Amendments - Methods in Constitutional Amendments (How and Why) and Important Constitutional Amendments. Amendments - 7,9,10,12,42,44, 61, 73,74, ,75, 86, and 91,94,95,100,101,118 and some important Case Studies. Recent Amendments with explanation. Important Judgements with Explanation and its impact on society (from the list of Supreme Court Judgements).

Emergency Provisions, types of Emergencies and it's consequences.

(Duration: 03 Hours & RBT Levels: L1, L2 & L3)

Module-IV

Constitutional Provisions/ Local Administration/ Human Rights

Special Constitutional Provisions for SC & ST, OBC, Special Provision for Women, Children & Backward Classes.

Local Administration : Powers and functions of Municipalities and Panchyats System. Co – Operative Societies and Constitutional and Non-constitutional Bodies.

Human Rights/values – Meaning and Definitions, Legislative Specific Themes in Human Rights and Functions/ Roles of National Human Rights Commission of India. Human Rights (Amendment Act)2006.

(Duration: 03 Hours & RBT Levels: L1, L2 & L3)

MODULE-V

Professional / Engineering Ethics

Scope & Aims of Engineering & Professional Ethics - Business Ethics, Corporate Ethics, Personal Ethics. Engineering and Professionalism, Positive and Negative Faces of Engineering Ethics, Code of Ethics as defined in the website of Institution of Engineers (India): Profession, Professionalism, Professional Responsibility. Clash of Ethics, Conflicts of Interest.

Responsibilities in Engineering

Responsibilities in Engineering and Engineering Standards, the impediments to Responsibility. Trust and Reliability in Engineering, IPRs (Intellectual Property Rights), Risks, Safety and liability in Engineering.

(Duration: 03 Hours & RBT Levels: L1, L2 & L3)

Course Outcomes: On completion of this course, students will be able to,

- CO1: Have general knowledge and legal literacy about Indian Constitution and there by it helps to take up competitive examinations & to manage/face complex societal issues in society.
- CO2: Understand state and central policies (Union and State Excutive), fundamental Rights & their duties.
- CO3: Understand Electoral Process, Amendments and special provisions in Constitution.
- CO4: Understand powers and functions of Municipalities, Panchayats and Co-operative Societies, with Human Rights and NHRC.
- CO5: Understand Engineering & Professional ethics and responsibilities of Engineers.

Question paper pattern for SEE and CIE.

The SEE question paper will be set for 30 marks and the pattern of the question paper will be objective type (MCQ).

For the award of 20 CIE marks, refer the University Scheme and Syllabus book.

Text Books

- Durga Das Basu (DD Basu): "Introduction to the Constitution on India", (Students Edition.)
 Prentice -Hall EEE, 19th / 20th Edn., (Latest Edition) or 2008.
- Shubham Singles, Charles E. Haries, and Et al: "Constitution of India and Professional Ethics" by Cengage Learning India Private Limited, Latest Edition – 2018.

Reference Books

- M.Govindarajan, S.Natarajan, V.S.Senthilkumar, "Engineering Ethics", Prentice -Hall of India Pvt. Ltd. New Delhi, 2004
- M.V.Pylee, "An Introduction to Constitution of India", Vikas Publishing, 2002.
- 3. Latest Publications of NHRC Indian Institute of Human Rights, New Delhi.

Web Links and Video Lectures

www.unacademy.com/lesson/future-perfect-tense/YQ9NSNQZ https://successesacademy

> Principal Dr. A.G.Natarai

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