



Handbook on Human Values and Code of Professional Ethics

Administrative Authority

It would include Heads/Incharges of Departments/Cells/Committees etc.

The authority would:

- Be responsible to comply the provisions of Acts/Statutes/Ordinances and Regulations of the affiliating University/Statutory Bodies.
- Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
- Follow the highest degree of ethics in its decision making in the best interest of the Institute.
- Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the institute in order to bring the social change and hence national development.
- Follow objectives and policies of the Institute and contribute constructively to achieve its mission and vision.
- Maintain confidentiality of the records and other sensitive matters.
- Endeavour to promote work culture and ethics that bring about quality, professionalism & satisfaction.
- Refrain from any misappropriation of financial and other resources.

Administrative Staff

- Administrative staff would:
- Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
- Encourage the staff to maximize their efficiency.
- Create conditions that inspire teamwork.
- Act timely to readdress the genuine grievances.
- Maintain confidentiality of the records and other sensitive matters.
- Co-operate and form strong liaison with colleagues.
- Show care for the institution's property.
- Facilitate congenial environment.
- Refrain from any form of discrimination.



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- Not accept bribes or indulge in any corrupt practices.
- Make every effort to complete the assigned work in a time-bound manner.

Teachers

Teachers would:

- Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the Institute with diligence, dedication and punctuality.
- Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
- Co-operate and assist in the admission, examination, supervision, invigilation and evaluation process of the Institute.
- Co-operate in the formulation of policies of the Institute by accepting various offices and discharge responsibilities which such offices may demand.
- Abide by rules, policies, and procedures of the Institute and respect its ideals, vision, mission, cultural practices and traditions.
- Adhere to responsible conduct and behaviour expected of them by the society.
- Create a conducive teaching–learning environment through innovative practices and knowledge sharing.
- Act as role models for students by displaying good conduct and character.
- Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
- Encourage students to actively participate in activities of national priorities.
- Respect the rights and dignity of the students in expressing his/her opinion.
- Refrain from harassment of students in any form.
- Deal justly and impartially with students regardless of their religion, caste and political, economic, social and physical characteristics.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Behave with dignity and courtesy with staff and fellow colleagues.

Students

Students of the Institute are expected to devote their energy in learning and developing a wholesome personality.



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The students would:

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