

Shobhit Institute of Engineering and Technology
Deemed to-be University, Meerut
Code of Ethics Policy Document

1. PREAMBLE

To establish a balanced civil society Human Values and Professional ethics are inevitable. The present policy framework reiterates the need and process to create high-quality practices and environment backed with human values and professional ethics at Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut to guide the stakeholders to achieve excellence and reputation. Abiding by the guidelines of values and professional ethics the university will achieve the highest personal, professional and ethical standards.

2. INTRODUCTION

“A value is defined as a principle that promotes well-being or prevents harm”.

Human values are closely related to human life. Human values are those universal concepts, drivers of action, which are found in all cultures, all societies, all times and in all places where human being seek out excellence in their lives. Human values refer to the virtuous merits such as honesty, integrity, truthfulness, compassion, helpfulness, love, respectfulness, hard-works. Values and ethics are the ideals or principles that the individual follows to discriminate the correct from the incorrect.

We at Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut always give great emphasis to one of our core values i.e. Integrity by maintaining the highest personal, professional and ethical standards. We believe in acting with honesty, courage and trust through transparency and fairness in our collective and individual actions. We believe in cultivating a culture of genuine sincerity, trust and collaboration at all levels


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through fostering value-based leadership among faculty members, students and staff in all their actions. University also serves the society while respecting rights of everybody via Community connect approach.

3. ETHICS

Ethics or moral Philosophy is a branch of philosophy that “involves systematizing, defending and recommending concepts of right and wrong behaviour.” The field of ethics, concerns matters of value and desirable behaviours.

Ethics may be defined as:

- The discipline of dealing with what is good and bad, with moral duty and obligation.
- A set of moral principles or values.
- The principles of right conduct governing an individual or group.
- The Standards, values, morals and principles which guide once decisions or actions.

4. PROFESSIONAL ETHICS

A set of standards adopted by professionals is known as professional ethics. It is a code of conduct pertinent to diverse occupations and is established by the prescient associates of such profession or professional organizations. Every profession has its professional ethics, be it engineering, basic sciences, management, pharmacy, medical and allied health sciences or law. Professional Ethics is the set of ethical standards that applies to all members of the profession. To help to mentor the students, faculty members and staff in performing their job functions perfectly according to comprehensive and reliable ethical principles, Code of professional ethics in Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut has been implemented. Some of the important components of professional ethics like integrity, honesty, transparency, respectfulness towards the job, congeniality, and objectivity are recognised as core values of Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut.


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5. OBJECTIVES

The objectives of this policy document on values and professional ethics in Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut, are the following:

1. To reinstate the rich cultural legacy and human values of which we are the custodians.
2. To focus on professional ethics which are broad indicators of desirable actions vis-à-vis undesirable actions.
3. To lay down broad guidelines of values and ethics for internal and external stakeholders.
4. To suggest operational guidelines for value-based and ethical practices in the university leading to implementation and monitoring.
5. To create a value-based and ethical culture in the University.
6. To suggest indicative reinforcement programmes for nurturing human values and ethics at Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut.

6. VALUES AND ETHICS FOR STAKEHOLDERS

The success of Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut mission and vision is driven by value-based ethical behaviour of its committed faculty members, officers, staff and students. Thus, the university is committed to instil core values and ethical behaviour into the daily interactions of stakeholder groups. The stakeholders of the University i.e. faculty members, students, staff and administrators should be guided by the following core values:

1. **Integrity**– adhering to a conduct of duties in righteous manner and in accordance with the principles of honesty, trust, transparency and fairness.
2. **Trusteeship**– Operating in an efficient, ethical and true manner while ensuring group participation and a system of checks and balances within the University.
3. **Harmony**– Balancing the human diversity in the University through a culture of inclusiveness, tolerance, discussion and coexistence among stakeholders.

4. **Accountability**– Enabling an environment of openness and trust and to encourage individuals to take responsibility for their own actions.
5. **Inclusiveness**– Adopting standards, policies and procedures to promote and ensure equal opportunity, without any discrimination against any individual or group, for the purpose of education, employment, promotion and other activities in the University.
6. **Commitment**– Dedicating oneself to the vision and mission of the University while cultivating one's knowledge, skill and attitudes to achieve excellence in due time and within regulatory boundaries.
7. **Respectfulness**– Creating an environment of mutual respect, trust and quality interaction as well as fair participation by functionaries and beneficiaries of the University.
8. **Belongingness**– Fostering a shared vision of University to make everyone feel secure, supported, accepted and included.
9. **Sustainability**– Ensuring optimal resource utilization-economic, environmental and social to achieve and actualize the vision and mission of University.

7. OUTCOMES

The following are the expected outcomes of this endeavour.

1. Inculcating human values and ethics in students
2. Creating a learning environment for holistic development and socially sensitive students.
3. Impeccable governance
4. Effective institutional management
5. Well laid system of rewards and chastisement
6. Institutional climate where 'rights' enjoy and 'wrongs' are discouraged.
7. Keeping quality education as the highest priority of the University compared to any other priority.
8. Establishing the Shobhit Institute of Engineering and Technology, Deemed to-be University, Meerut as an institution that adheres to the highest standards of quality education.



Shobhit

Institute of Engineering & Technology

Deemed to-be-University

EDUCATION EMPOWERS

Brochure On Professional Ethics

Shobhit Institute of Engg. & Tech.
(Deemed to-be University)
NH-58, Meerut-250110



Shobhit Institute of Engineering & Technology

(Deemed -to -be -University)

(Declared by GOI under section 3 of UGC Act, 1956)

Brochure on Professional Ethics

VISION

*To develop the University in technical education, research and industrially relevant innovations at National and Global level and strive to be
"a leading University"
as a key node in national and global knowledge network, empowering India with knowledge and innovations*

MISSION

Mission: Keywords

To promote learning in Indian tradition with international outlook
Education through skill development
Entrepreneurial competency
Diverse, socially responsible learning community
High quality scholarship
Academic rigour
Indian ethics & values.




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CORE VALUES

- Integrity
- Harmony
- Leadership
- Excellence
- Service
- Diversity

SIGNIFICANCE OF HUMAN VALUES

- Make available the understanding of the attitudes, motivation and behaviours.
- Impact the consciousness of the world around.
- Signifies clarification of "factual and erroneous"
- Offers a technique to realize humans and organisation.



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OBJECTIVES

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VALUES AND ETHICS FOR STAKEHOLDERS


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OUTCOMES


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14. Institutional climate where 'rights' enjoy and 'wrongs' are discouraged.
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UNIVERSITY LEVEL ACADEMIC ADMINISTRATION

It would include Vice-chancellor, Pro Vice-chancellor / Rector, Deans of Various Faculty, Heads of Departments, Director of Institute, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc. The authority would be -

1. Responsible, as the principal academic and administrative officer of Sharda University, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the university are duly observed and business of the university is carried out in strict adherence thereto.
2. Comply with laws, rules, and regulations of the government applicable to the university as HEI
3. Provide inspirational and motivational value-based academic and executive leadership to the HEI through policy formation, operational management, optimization of human resources and concern for environment and sustainability.
4. Conduct with accountability, transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university.
5. Act as an agent of social change for national development and, therefore, strive for creating an

environment conducive for teaching, learning, research and for development of the potential of the university to the maximum extent.

6. Follow the objectives and policies of HEI and contribute constructively to their ongoing evaluation and reformulation.
7. Maintain the confidentiality of the records and other sensitive matters.
8. Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
9. Refrain from any misappropriation of finances and other resources.



GOVERNING BODY

The function of the governing body is to ensure that the organization

The function of the governing body is to ensure that the organization fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. The members would

1. Work in the best interest of the university
2. Work co-operatively with fellow members in carrying out their responsibilities.
3. Act honestly and in good faith at all times in achieving institute's intended outcomes.
4. Maintain the confidentiality of information.

ADMINISTRATIVE/ SUPPORT STAFF

Administrative/ Support Staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
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 liaison with colleagues, as appropriate, to ensure students receive a coherent and comprehensive educational service.
7. Care for the institute's property.
8. Facilitating 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

Teaching is a very noble profession. A teacher has a very crucial role in shaping the character, personality and career of the students. The Teachers would

1. Act as a role model for students by displaying good conduct, set a standard of dress, speech and behavior worthy of example to the students.
2. Act as friend, philosopher and guide of students.
3. Help students in identifying their potential and support through counseling and mentoring.
4. Create a conducive environment for teaching-learning process and strive for innovative practices and knowledge creation.
5. Observe punctuality in teaching and other duties.
6. Exhibit decent behaviour with all.
7. Refrain from harassment of student in any form.


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8. Actively participate in institutional development.
9. Refrain from any type of discrimination
10. Inculcate human values, scientific outlook and concern for the environment among students and others.
11. Develop an understanding of our heritage.
12. Encourage students to actively participate in scheme/ activities of national priorities.
13. Cooperate with the university authorities for betterment of the university.
14. Actively work for national integration and communal harmony.
15. Be sensitive to societal needs and development.
16. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.

EXTERNAL EXPERTS/INVITEES AS MEMBER OF VARIOUS COMMITTEES

External experts/Invitees would

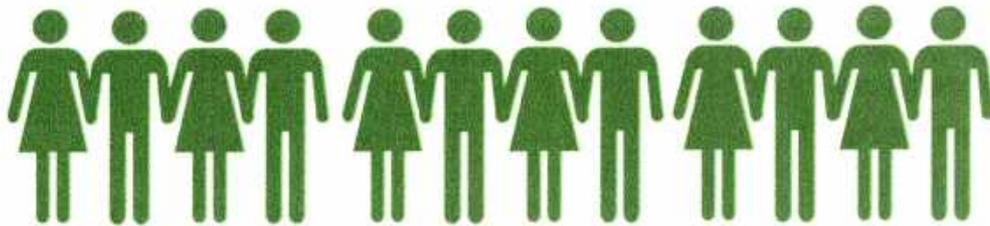
1. Support decisions with an approach such that they have no axe to grind.
2. Help to take the right decision through their expertise and impartial views
3. Help an institution to enable attaining highest quality and standards.

STUDENTS

Students would make the best use of the golden part of their lives in HEIs by devoting their energy for learning and developing a wholesome personality. Students would

1. Abide by Act, Statutes, Ordinances, rules, policies, procedures of the university and respect its ideals, vision, mission, cultural practices and the traditions.
2. Stay in an academic institution with the joyful learning experience.
3. Remain punctual, disciplined and regular in attending classes.
4. Observe modesty in their overall appearance and behaviour.
5. Behave with dignity and courtesy with teachers, staff and fellow students.
6. Act as a role model for the junior students by attaining the highest level of values and morality.

7. Maintain harmony among students belonging to different socio-economic status, community, caste, religion or region.
8. Contribute towards cleanliness of the campus and surroundings.
9. Respect and care for the institutional properties.
10. Observe proper behavior while on outside activities (educational tour/visit or excursion).
11. Be honest in providing only truthful information on all documents.
12. Maintain the highest standards of academic integrity while presenting own academic work.
13. Help teachers in maintaining the learning environment conducive for all students.
14. Strive to keep campus ragging free.
15. Be sensitive to gender issues.
16. Be sensitive to societal needs and development.
17. Maintain good health and refrain from any kind of intoxicants.



PROMOTERS OF EDUCATIONAL INSTITUTIONS IN CASE OF PRIVATE INSTITUTIONS AS STAKEHOLDERS AND ETHICS

A promoter of an educational institution to -

1. Establish an educational institution of high quality.
2. Keep the interest of quality education as of highest priority compared to any other priority.
3. Creating a learning environment for developing socially sensitive students.

Shobhit Institute of Engineering and Technology

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NOTIFICATION

To maintain standard discipline and to provide quality education, training/placement to the students, a committee for monitoring the code of conduct of the teachers are hereby constituted as under:

- Dean Student Welfare - Chairperson
- *One professor from the School/Dept (s) on rotation - Member
- *One Assistant Professor (Male/female-each) - Member
*(To be nominated by the Vice Chancellor)
- Deputy Registrar (Admin. Or Academics) - Member

This has the approval of competent authority.



Vijay K Singh
Vijay K Singh
Registrar

Copy to:

1. All members of the committee

For kind information to:

1. PS to Hon'ble Chancellor & VC - for kind information of Hon'ble Chancellor, please.
2. PS to Hon'ble VC - for kind information of Hon'ble Vice-Chancellor, please

All Dean/Director/Coordinator of All School/Dept.(s)-

1. School of Engineering & Technology (Dept. of CSE, EC/EE, Mech. Engg-Civil) *for kind information*
2. School of Biological Engg. & Life Sciences (Dept. of BT, BM/B and Agri/AI) *for kind information*
3. School of Basic and Applied Sciences *for kind information*
4. School of Business Studies *for kind information*
5. School of Law and Constitutional Studies - for kind information, please.
6. School of Education *for kind information*
7. Centre for YOGA & Research *for kind information*
8. Director IQAC *for kind information*
9. Hostel Warden (Boys/Girls Hostel) *for kind information*
10. Sports Officer *for kind information*
11. Notice Board of all School/Dept (s)
12. Office Copy

(Monitoring Committee for Code of Conduct)

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(Figure: Educators Conclave)