



आईएफटीएम विश्वावेद्यालय, मुरादाबाद, उत्तर प्रदेश
IFTM University, Moradabad, Uttar Pradesh
NAAC ACCREDITED

Handbook
on
HUMAN VALUES,
PROFESSIONAL ETHICS &
CODE OF CONDUCT
for
Students

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HUMAN VALUES AND PROFESSIONAL ETHICS HANDBOOK

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PART I – INTRODUCTION

PREAMBLE

As Pandit Madan Mohan Malaviya said, *"A teaching university would but half perform its function if it does not seek to develop the heart-power of its scholars with the same solicitude with which it develops their brainpower. Hence it is that the proposed university has placed formation of character in youth as one of its principal objects. It will seek not merely to turn out man as engineers, scientist, doctors, merchants, theologians, but also as men of high character, probity and honour, whose conduct through life would show that they bear the hallmark of a great university"*.

IFTM University is committed to impart value based and quality education coupled with holistic development of students. For the progress and development of a civil society Human Values and Professional Ethics are inevitable. Higher Educational Institutions (HEIs) indeed have a responsibility to build a strong society. Therefore, there is a need to create high quality practices and environment backed with Human Values and Professional Ethics in the University.

Human Values and Ethics define the quality of a person or an organisation or society at large. Practitioners of values and ethics learn these lessons through self-initiated endeavours, through the life experience that is the greatest laboratory of learning and through the educational institutions, those they attend. Hence, the educational institutions themselves need to be values and ethics personified. It is needless to emphasize that education is the most important pillar of a civilized and dignified society. The entire structure of society or nation depends on the strength of this pillar. If this pillar is strong, society would remain humane and would prosper. If this pillar develops some fractures, the society may enter into sub-human phase. Thus, there is a need to keep emphasizing the importance of human values in educational institutions. The present handbook has been prepared to create high-quality practices and environment backed with human values and professional ethics in the University. In its first part, the document fairly elaborates about the University, its vision, mission and values and the objectives of the Human Values & Professional Ethics.

In the second part, it states about the conceptual framework of human values and professional ethics.

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The third part elaborates the 'Code of Conduct' for the stake holders of the University; the administrative authority, the administrative staff, the teaching staff and the students.

ABOUT THE UNIVERSITY

IFTM University was granted University status by UP Government vide IFTM University ACT No. 24 of 2010. It has been the pioneer in bringing technical and professional education to the city of Moradabad in 1996. From a humble beginning in 1996, it has expanded into a huge~ 50 acres campus offering courses in various disciplines. It is located at 12 km milestone from Moradabad on Lucknow - Delhi National Highway (NH-24). The University provides ample opportunities to the students from different streams to mingle together in academic as well as sports, cultural and other extra-curricular activities organized through different societies and clubs. The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated through NSS, NCC etc. The University contributes towards women empowerment by organizing various activities. The University encourages its faculty and students to participate in seminars and conferences and promote a holistic teaching-learning environment. IFTM University is imparting education in all major disciplines like Sciences, Social Sciences, Agriculture, Law, Education, Management, Pharmacy, Computer Application, Journalism, Biotechnology and Engineering.

VISION

“To be a respective University by imparting research focused education in all disciplines to increase Access, Equity and Quality of education.”

MISSION

IFTM University is committed to provide peaceful and serene environment for skill development and knowledge building by emphasizing on teaching, engaging in research, participating in various community activities and collaborating with local/national organisations of repute for the development of youth.

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VALUES

In all that the University does, it will aspire for

- Honesty & Transparency
- Indian Ethics & Culture
- Respect for All
- Foster Innovation and Creativity
- Value Excellence, Quality & Service

OBJECTIVES OF HUMAN VALUES & PROFESSIONAL ETHICS

The objectives of this handbook to inculcate Human Values and Professional Ethics among the students are as follows:

- To understand the moral values that ought to guide the profession and to resolve the moral issues in the profession.
- To justify the moral judgment concerning the profession.
- Intended to develop a set of beliefs, attitudes, and habits that students should display concerning morality.
- To create an awareness on Human Values & Professional Ethics.
- To inspire Moral and Social Values and Loyalty.
- To appreciate the rights of others.

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PART II - CONCEPTUAL FRAMEWORK

HUMAN VALUES

Human Values refer to the basic inherent moral inclinations towards kindness, honesty, loyalty, love, peace, sympathy, truth etc. that enhance fundamental goodness of human beings and society at large. These are those values that human beings cherish and hold in common, consciously and otherwise, in most of the places and times and practice them. Human Values help in understanding the attitude, motivation, behaviour, and also influence one's perception about the world. They enable the interpretation of "Right and Wrong" and provide the ways to understand humans and organizations. Humans have the unique ability to define their identity, choose their values and establish their beliefs. All three of these directly influence a person's behavior. People will act congruent with their personal values or what they deem to be important. A value is defined as a principle that promotes well-being or prevents harm. The principal human values are discussed in brief as follows:

1. Values related to Right Conduct are:

- (a) Self-help Skills: Care of possessions, diet, hygiene, modesty, posture, self reliance and tidy appearance.
- (b) Social Skills: Good behavior, good manners, good relationships, helpfulness, No wastage, and good environment, and
- (c) Ethical Skills: Code of conduct, courage, dependability, duty, efficiency ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and responsibility

2. Values related to PEACE are:

Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, focus, gratitude, happiness, harmony, humility, inner silence, optimism, patience reflection, satisfaction, self-acceptance, self-confidence, self control, self-discipline, self-esteem, self-respect, sense control, tolerance, and understanding.

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3. Values related to Truth are:

Accuracy, curiosity, discernment, fairness, fearlessness, honesty, integrity (unity of thought, word, and deed), intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, spirit of enquiry, synthesis, trust, truthfulness, and determination.

4. Values related to Love are:

Acceptance, affection, care, compassion, consideration, dedication, devotion, empathy, forbearance, forgiveness, friendship, generosity, gentleness, humanness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, thoughtfulness, tolerance and trust.

5. Values related to Non-violence are:

(a) Psychological: Benevolence, compassion, concern for others, consideration, forbearance, forgiveness, manners, happiness, loyalty, morality, and universal love

(b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

Human values are mankind's deepest moral aspirations and form the foundation of human culture and lives as individuals and as societies. The need is to inculcate and practice them consciously to be a good human so that s/he can realize his/her potentials as a human being. Values are to be learned through practices. The University encourages all the above mentioned human values in its students and staff. In all that the IFTM University does, it will aspire for

- Honesty & Transparency
- Indian Ethics & Culture
- Respect for All
- Foster Innovation and Creativity

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- Value Excellence, Quality & Service


PROFESSIONAL ETHICS

Human Values and Professional Ethics are intertwined. Values are concerned with personal conviction with the core belief or desire that guide or motivate attitudes and actions. Ethics has been described as standards of conduct that indicate how one should behave based on moral duties and virtues arising from principles about right and wrong. Professional ethics is concerned with the concept and framework of moral right or wrong as applied to a professional organisation, execution policies and behaviours. Values in a human being get established in early childhood but value awareness, ethical awareness and reasoning skills in favour of value-based and ethical decisions can be improved throughout life. Human Values and Professional Ethics in a combined way influence right conduct, behaviours and decisions. The ethical decision depends upon how one feels about oneself, stages of moral development and organisational environment.

The underlying philosophy of having professional ethics is to make people follow a sound uniform ethical conduct. The success of an institution's mission and vision is driven by value - based ethical behaviour of its committed faculty members, officers, staff and students. Following are some of the vital components of professional ethics that has been an integral part of Code of Conduct of IFTM University, Moradabad:

1. *Integrity*: Adhering to conduct of duties in righteous manner and in accordance with 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 check and balances within an institution.
3. *Harmony*: Balancing the diversity and difference through a culture of tolerance, discussion and forgiveness among stakeholders.

4. *Accountability*: Establishing the environment of openness and trust to accommodate mistakes and to encourage individual in taking the responsibility of one's action.
5. *Inclusiveness*: Adopting standards, policies and procedure 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.
6. *Commitment*: Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.
7. *Respectfulness*: Creating an environment of mutual respect, trustworthiness and quality interaction as well as fair participation of functionaries and beneficiaries of the institution.
8. *Belongingness*: Fostering a shared vision of institution to make everyone feel secure, supported, accepted and included.
9. *Sustainability*: Ensuring optimal resource utilization- economic, environmental and social- to achieve long lasting and safe future.


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PART III – CODE OF CONDUCT

Application

This policy applies to the behavior / conduct of:

1. Each and every University student;
2. An applicant who intends to become a student of IFTM University, for alleged violation(s) committed as part of the application process; or
3. An individual who has transferred, graduated, been academically disqualified or expelled from IFTM University, for alleged violation(s) committed prior to separation from the University.

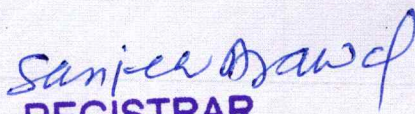
Location

An act or behavior which is demonstrated:

1. Inside the University premises; or
2. Outside the University premises, it is:
 - a. in connection with the University or University-recognized program or activity;
 - b. in connection with University affiliated academic assignment or event, including but not limited to internship, field study / trip, project, research, seminar or conferences
3. Over Electronic Platforms including but not limited to various social media websites, emails, messengers, online communities or anywhere on a digital platform etc. and involving or impacting people affiliated to / associated with IFTM University, implicitly or explicitly.

However, the University does not regularly search or monitor such incidents or digital platforms, but may take a *suomoto* cognizance of the situation and act if deemed necessary, or when such information is brought to the notice of the University officials by any plaintiff.

BEHAVIOUR / CONDUCT


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It is mandatory for the students to abide by all the rules and regulations (including any amendments) as laid down by the University. Students should act and behave in such a manner that it upholds the values and reputation of the University. All the students are expected and required to treat all others with dignity & respect.

Inside the Campus

1. Student must carry their Identity Cards (I-Cards) at all times while inside the campus and produce to the authorities whenever asked.
2. Student should seek prior approval from the concerned authorities before proceeding for any planned absence from the University.
3. Student shall apprise themselves with the circulars issued during the semester / session. The same are displayed on the notice board of the respective departments and the one with prime importance are published on the University website.
4. Student shall strictly refrain from ragging and the same is not allowed in the University campus. Any non-adherence will lead to strict disciplinary action by the competent authority.
5. University has zero tolerance for eve teasing, stalking, ogling or any such act that may outrage the modesty of a girl student. All such reported incidents will be dealt by the competent authorities / designated committees. If found guilty, stringent actions will be taken against the accused. To log such complaints, the complainant can approach any member of the Code of Conduct Committee / Office of the Chief Proctor.
6. Student should not discriminate anyone on any ground including religion, caste, status and basis other socio-economic factors. One should treat all others with dignity & respect.
7. Student should consume food and beverages only in the designated areas viz. Cafeteria / Mess. Consumption of food and beverages inside the classrooms, seminar halls, auditoriums etc. is not allowed.

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8. Etching & Scribing on the walls, painting motifs and murals anywhere inside the University campus is strictly prohibited.
9. Students should not damage, destroy or soil any fittings / fixture installed at the University campus. Damage to any property of the University, inadvertent or deliberate will fetch appropriate action from the concerned authority.
10. Littering is not allowed and any waste, shall be disposed accordingly in the green and blue dustbins installed at various places in the University campus.
11. Creating ruckus, causing or getting engaged in brawls, impeding any work (teaching or administrative), creating obscenity, nudity; without or under the influence of alcohol or any drug is completely unacceptable and prohibited.
12. Retaliatory actions including being engaged in, or prodding others to engage in an act of coercing, threatening a complainant, respondent, or any individual or group of individuals who have filed the complaint or have requested for an investigation, with an explicit or implicit intention to urge the complainant withdraw the complaint and retreat; will be met with strict disciplinary actions. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation by a student, student group, organization, employee or visitor should be reported to the Office of the Registrar / Chief Proctor.
13. Failing to comply with the legit instructions from the competent authorities / officials will be deemed as deliberate violation of the Code of Conduct.

Inside the Classroom

14. Student should not use mobile phones inside the classroom during the lecture.
15. Students should be punctual to the class and maintain discipline at all times while on campus. Physical and verbal abuse of any kind is intolerable and involvement in any such act will attract strict disciplinary actions by the competent authority.

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16. Students should maintain minimum 75% attendance during the academic session / semester, to be eligible to appear in the End Semester Examination.

Inside the Examination Hall

17. Student shall not indulge in any act of cheating or any kind of malpractice during the examination, to avoid any untoward action including disqualification of candidature as examinee, suspension or termination from the University.

Inside the Hostel & its facilities

1. Student staying in the hostel shall follow the guidelines and regulations specific to it and furnished by the concerned department.
2. Entry of day scholar (student) or any outsider in the hostel premises is strictly prohibited.
3. University has separate hostels for male and female students. The entry of one in another's hostel is strictly prohibited. Any violation in this regard will be dealt according to the provisions of the University and may amount to expulsion / rustication from the University.

Outside the Campus

4. Student participating in any event (nominated student of the University, having prior nomination, permission) outside the University campus shall comply with the instructions, rules and regulations of the host institution / organisation but in no way shall harm the image, reputation and property of the University and its people or affiliates.

PROHIBITED ACTS / ITEMS

22. Student shall refrain from all the activities deemed illegal in the eyes of law. Possession of explosives, weapons, poison in any form, drugs, potentially harmful sharp edged objects

23. Student shall ensure that he is not in possession of any objectionable content/ literature / pornographic content in any form like image, audio and / or video, in any format including physical or digital. Causing, creating, filming, painting, publishing, distributing, any such content will be reported to the concerned law enforcement agencies for invoking appropriate measures.
24. Gambling in any form is strictly prohibited inside the campus.
25. Consumption or possession of alcohol / alcoholic beverages is strictly prohibited. No student should come or ever be in an inebriated state while being inside the University campus. Smoking, vaping, chewing or possession of tobacco / tobacco based products including pan masala, cigarettes is also strictly prohibited.
26. Single use plastic is banned inside the University campus and its use by any student is strictly prohibited.
27. Ragging i.e. any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place or residence or economic background is strictly prohibited and any violation to this code is punishable.
28. Intentional, reckless, and/or unauthorized defacement, damage, or destruction of any property (movable or immovable) inside the University premises, that directly or indirectly belongs to the University or its affiliates.
29. Impeding University events, either on the own or under instigation by others, or instigating others is punishable and appropriate measures will be taken against those found guilty. The events may include but not limited to sports, political, social, and cultural or various academic programs like meetings, concerts, convocation, orientation etc.
30. Throwing, dropping, or releasing any object or substance out or off of a University building unless not warranted by the circumstances or the situation is a potential hazard and should not be followed.

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31. False reporting of an emergency, failing to follow the safety protocols in case of an emergency, mishandling of safety gears or impeding access to it or obstructing its usage is a punishable offence.
32. Causing, being involved or instigating others to get involved in an act of physical or mental violence, threatening or harassing others is a crime and may get reported to law enforcement agencies for suitable action.

UNAUTHORISED USE or ACCESS / MISUSE OF RESOURCES / THEFT

33. Ramps and washrooms for especially able (divyangjan) are meant to facilitate especially-able students and shall not be otherwise used by others.
34. The battery powered vehicles are to be used by the especially able or elderly frail people only. Only those in real need will be provided with the service of these vehicles.
35. Students are expected to help the University in conserving energy. One should ensure that no appliance is left ON, when not in use.
36. Students must contribute in conserving water. Taps must not be left open after use and any malfunctioning / leakage once noticed shall be reported to the concerned authorities / staff at the department for corrective measures.
37. Students are expected to not get involved explicitly or implicitly in any act of stealing, facilitating and/ or using of access cards, codes, passwords, keys, documents, flash drives, unless not authorized to use it. Any unauthorized, and / or uninformed possession of the University property / asset / belonging, will be deemed as violation of the Code of Conduct.
38. Misuse of Computers or other Technology – engaging in unauthorized access, use, modification, destruction, disclosure, or stealing of data, programs, or documents from computers / devices that belong to IFTM University or are on the network of IFTM University or its affiliates.

FALSIFICATION / MISREPRESENTATION

39. Students shall not get involved in mongering fake / false news which may not just be misleading but can potentially have dire consequences, not only for others but for themselves too.
40. Providing false or misleading information to a University official or law enforcement officer, or purposefully omitting facts which are material to the purpose for which the information is provided.
41. Misrepresenting oneself to any University official, law enforcement agencies (wherever and whenever required), or any other individual or entity; acting as a representative of the University, to any individual, group or organization without prior authorization; or engaging in the unauthorized use of any copyright material / Intellectual Property of the University or its affiliates, is strictly prohibited. This includes, but is not limited to logos, letter heads, forged signatures, seals, ID card or other form of identification, or permitting any other person to use the identification for illicit purposes or with maligned intentions. It also includes concealing the real identity or masquerading for gaining some advantage or reaping benefits.
42. Students shall abstain from forging, altering, copying, reproducing or misusing any record or document including, but not limited to medical certificate, letters of appointment, appreciation, recommendation, transcripts, contracts, financial aid forms, receipts, bills, examination results, admissions applications or other materials, transfer certificates / documents. Such acts can lead to strict disciplinary actions against the wrongdoer.

CANVASSING / SOLICITATION

43. Engaging in unauthorized canvassing or solicitation including, but not limited to sending advertisements or recruitment notice, pasting of posters, painting of murals, motifs, distributing pamphlets or by publishing through any digital media or any other physical media like Black / green / white board in class rooms, using projectors or other AV devices etc.

PROCESS OUTCOMES & CONSEQUENCES

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Students, who are found to have violated this Code of Conduct, will be the part of investigation and they will be duly apprised about the findings and decisions being taken by the Committee.

APPEALS

Once the findings and verdict being concluded and further course of action communicated formally to the offender, the respondent may appeal to Internal Complaints Committee. The presumption is that the enquiry has been conducted fairly and all relevant information / witness being taken in count. However, the responsibility to appeal and plead not guilty remains with the respondent.

AUTHORITY

For this purpose of implementing the Code of Conduct Policy, the powers of the primary administrator are vested with the Registrar, who serves as the primary administrator. The Registrar is responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct Policy and any amendments as may deem necessary.


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